

Why you should complete a household inventory:

Years of experience have taught us that settling a loss can be very long and time consuming. Claims representatives are there to help you in the settlement of your claim but cannot help you in the preparation of your list of articles that were lost due to a fire, a theft or other unfortunate event.

Completing this inventory list will help you and the claims representative to a speedy settlement and may also alert you in determining whether or not your policy provides adequate coverage for all your personal belongings.

Did you know that you must insure 100% of your total contents value, otherwise settlement of your claim will be based on depreciated values. Due to this, it is extremely important to calculate your total worth.

Tips for completing this household inventory:

It is best to bring this inventory form with you as you move from room to room. It is also recommended that you bring a camera or video camera to assist you in the capturing of the details of your belongings. Fill in the form to the best of your knowledge and refer to invoices should you have them in your possession.

Remember that most policies limit the amount payable for the following, and verification of these amounts towards your policy should be seriously considered.

<ul style="list-style-type: none">• Jewellery• Artwork• Furs• Coins• Silverware	<ul style="list-style-type: none">• Cash• Contents used for Business• Computer Software• Boats and Motor
---	---

Please refer to your policy wording “ Special Limitations” or call our office for verification.

What to do when you have completed the household inventory form:

Now that it is completed, the first thing to do is to verify that you have enough insurance. A quick glance at the amount listed in the contents section of your policy will tell you if you are properly insured. A call to our office if you have any questions will be courteously answered.

We recommend that the inventory list be kept in a safety deposit box, with a trusted friend or relative, or even at your work place.

Note: Send a copy to us so that we may review your form and compare it to the “special limitations” clause and for safe keeping in our file.

Hall / Foyer

Item	Qty	Serial #	Description / Model	Where / Date Acquired	Price Paid
Floor Covering					\$
Window Covering					\$
Light Fixtures					\$
Credenza					\$
Bench					\$
Tables					\$
Lamps					\$
Artwork					\$
Phone					\$
Answering Machine					\$
					\$
					\$
					\$
				Room Total	\$

Bathroom- Total of all Bathrooms in Home

Item	Qty	Serial #	Description / Model	Where / Date Acquired	Price Paid
Floor Covering					\$
Window Covering					\$
Light Fixtures					\$
Medicine Cabinet					\$
Medicine / Toiletries					\$
Towels / Linens					\$
Scale					\$
Appliances					\$
					\$
					\$
Accessories					\$
					\$
				Room Total	\$

Other Rooms

Item	Qty	Serial #	Description / Model	Where / Date Acquired	Price Paid
Floor Covering					\$
Window Covering					\$
Light Fixtures					\$
					\$
					\$
					\$
					\$
					\$
				Room Total	\$

Item	Qty	Serial #	Description / Model	Where / Date Acquired	Price Paid
Floor Covering					\$
Window Covering					\$
Light Fixtures					\$
					\$
					\$
					\$
					\$
					\$
				Room Total	\$

Item	Qty	Serial #	Description / Model	Where / Date Acquired	Price Paid
Floor Covering					\$
Window Covering					\$
Light Fixtures					\$
					\$
					\$
					\$
					\$
					\$
				Room Total	\$

Miscellaneous Items

Item	Qty	Serial #	Description / Model	Where / Date Acquired	Price Paid
Hobby Supplies					\$
Cameras					\$
Collections					\$
Fax Machines					\$
Toys					\$
Musical Instruments					\$
Computer					\$
Screen					\$
Printer					\$
Scanner					\$
Laptop					\$
					\$
					\$
					\$
					\$
				Total	\$

Valuables

Item	Qty	Serial #	Description / Model	Where / Date Acquired	Price Paid
Furs					\$
Watches					\$
Jewellery					\$
Stamp Collection					\$
Coin Collection					\$
Business Property					\$
					\$
					\$
					\$
					\$
				Total	\$

