

Why you should complete a household inventory:

Years of experience has taught our claims representatives that it can be difficult for our customers to remember what possessions they have and an approximate value of each item when they suffer a loss, due to fire, theft or other unfortunate event. Completing this inventory will also help you and your broker to determine whether or not your policy provides adequate coverage for all of your belongings.

Tips for completing this household inventory:

It is best to bring this inventory form with you, moving methodically from room to room in your home. It may be helpful to bring a camera, video camera or audiocassette recorder along to assist in capturing the details of your items.

Be sure to include serial numbers if applicable and consider engraving unmarked items with your driver's license number to help the police identify your property if it is recovered after a theft.

Remember to include items stored in closets, cabinets, drawers, attic, shed or garage and the exterior of your home. Most policies limit the amount of reimbursement for theft of valuable items such as:

- Jewellery
- Artwork
- Furs
- Coins
- Silverware
- Guns

If you have particularly valuable items in any category where limits of insurance apply, you may need to purchase additional coverage.

Next, review your list and determine the cost of each item. This may be easier if you have some store catalogues handy, or visit an online shopping site. Calculate total replacement costs for each room – this will assist you in the claims process if an event occurs causing damage to an isolated area of your home. Finally, calculate the grand total of all your rooms. This grand total will help you determine whether or not you have sufficient coverage in the event of a catastrophic loss.

What to do when you have completed the household inventory:

Since you have invested your time and effort in completing this inventory, it would be really unfortunate if it too were lost in a fire. For this reason, it should be safely stored in a safety deposit box, with a trusted friend or relative, or even in your desk at work.

Remember to update this inventory periodically. We suggest that you update and revise your inventory just before you renew your insurance policy each year.

You may also want to make photocopies of important documents and store these copies with this inventory. Categories and examples of documents you should copy are:

- Home – Escrow, title, deed, insurance policy, lease
- Personal – Birth certificates, medical history, passports, insurance certificates, credit card numbers, will
- Automobile – Certificates of ownership, finance contracts, registration, insurance policy, driver's license
- Finance – Bank account numbers, CD's stocks, bonds
- Tax – Copies of tax returns for the past 5 years, appropriate receipts and cancelled cheques

Living Room

Item	Qty	Model/Serial #	Description	Where/When Acquired	Value R=Replacement P=Purchase
Floor Coverings					R P
Window Coverings					R P
Light Fixtures					R P
Couch					R P
Chairs					R P
Coffee Tables					R P
End Tables					R P
Lamps					R P
TV					R P
VCR					R P
Stereo					R P
CDs / Cassettes					R P
Video Tapes					R P
Chests					R P
Bookshelves					R P
Books					R P
Fireplace Fixtures					R P
Desk					R P
Clocks					R P
Mirrors					R P
Pictures					R P
Artwork					R P
Other Room Accessories					R P
					R P
					R P
					R P
					R P
				Room Total	\$

Dining Room

Item	Qty	Model/Serial #	Description	Where/When Acquired	Value R=Replacement P=Purchase
Floor					R

Window Coverings					R P
Light Fixtures					R P
Credenza					R P
Bench					R P
Tables					R P
Lamps					R P
Answering Machine					R P
Art					R P
Other Accessories					R P
					R P
					R P
					R P
				Room Total	\$

Bathrooms – Total of all Bathrooms in Home

Item	Qty	Model/Serial #	Description	Where/When Acquired	Value R=Replacement P=Purchase
Window Coverings					R P
Light Fixtures					R P
Medicine Cabinet					R P
Medicine / Toiletries					R P
Towels / Linens					R P
Scale					R P
Small Appliances					R P
Room Accessories					R P
					R P
					R P
					R P
				Room Total	\$

Kitchen

Item	Qty	Model/Serial #	Description	Where/When Acquired	Value R=Replacement P=Purchase
Floor Coverings					R P
Window Coverings					R P
Light Fixtures					R P
Table / Chairs					R

Other Rooms

Item	Qty	Model/Serial #	Description	Where/When Acquired	Value R=Replacement P=Purchase
Floor Coverings					R P
Window Coverings					R P
Light Fixtures					R P
					R P
					R P
					R P
				Room Total	\$

Item	Qty	Model/Serial #	Description	Where/When Acquired	Value R=Replacement P=Purchase
Floor Coverings					R P
Window Coverings					R P
Light Fixtures					R P
					R P
					R P
					R P
				Room Total	\$

Item	Qty	Model/Serial #	Description	Where/When Acquired	Value R=Replacement P=Purchase
Floor Coverings					R P
Window Coverings					R P
Light Fixtures					R P
					R P
					R P
					R P
					R P
				Room Total	\$

Comments / Total of All Other Rooms

Miscellaneous Items

Item	Qty	Model/Serial #	Description	Where/When Acquired	Value R=Replacement P=Purchase
Hobby Supplies					R P
Cameras					R

					P
Collections					R P
Furs					R P
Fax Machine					R P
Toy Box / Toys					R P
Musical Instruments					R P
Computer					R P
					R P
					R P
					R P
					R P
					R P
					R P
				Miscellaneous Total	\$

Grand Total Calculation

Room	Value
Living Room	\$
Dining Room	\$
Family Room / Den	\$
Hall / Foyer	\$
Bathrooms	\$
Kitchen	\$
Garage / Basement / Attic	\$
Bedroom One	\$
Bedroom Two	\$
Bedroom Three	\$
Bedroom Four	\$
Clothing	\$
Other Rooms	\$
Miscellaneous Items	\$
Grand Total	\$

Name	
Address	
Policy Number	
Date Completed	
Broker Name	
Broker Telephone Number	

Please keep this inventory record in a safe location and update it periodically. If you are concerned that you may not have sufficient coverage to protect all of your belongings, talk to your insurance broker.