

Keeping Important Documents

It's also important to keep a record of legal documents, such as birth certificates and passports, and financial documents, such as bank account and insurance policies. You can also use your home inventory to record information about these papers. Note insurance policy and bank and investment account numbers along with your insurance policy contact information.

For more tips, go to the Federal Citizen Information Center's "Consumer Focus: Preparing Your Household Records." (www.pueblo.gsa.gov/cfocus/cfrecords06/focus.htm)

Household Records

General

Wills, living wills and powers of attorney
Passports
Birth certificates
Marriage certificates/divorce decrees
Social security cards
Education records
Employment records
Church records

Financial

Insurance records
Tax records
Creditor information
Credit card information
Bank information (account numbers, statements, etc.)
Deeds
Retirement and pension account information
Home improvement records
Warranties



STATE INSURANCE DEPARTMENTS

AK:	907-269-7900	www.dced.state.ak.us/insurance
AL:	334-269-3550	www.aldoi.gov
AR:	501-371-2600	www.insurance.arkansas.gov
AZ:	602-364-3100	www.id.state.az.us
CA:	213-897-8921	www.insurance.ca.gov
CO:	303-894-7499	www.dora.state.co.us/insurance
CT:	860-297-3900	www.ct.gov/cid
DC:	202-727-8000	www.disb.dc.gov
DE:	302-674-7300	www.delawareinsurance.gov
FL:	850-413-3140	www.floir.com
GA:	404-656-2070	www.gainsurance.org
HI:	808-568-2806	www.state.hi.us/dcca/ins
IA:	515-281-6348	www.iid.state.ia.us
ID:	208-334-4250	www.doi.idaho.gov
IL:	217-782-4515	www.insurance.illinois.gov
IN:	317-232-2385	www.in.gov/idoi
KS:	785-296-3071	www.ksinsurance.org
KY:	502-564-3630	http://insurance.ky.gov
LA:	225-342-5423	www.lidi.la.gov
MA:	617-521-7794	www.state.ma.us/doi
MD:	410-468-2090	www.mdinsurance.state.md.us
ME:	207-624-8475	www.maineinsurancereg.org
MI:	517-373-0220	www.michigan.gov/ofis
MN:	651-296-4026	www.insurance.mn.gov
MO:	573-751-4126	www.insurance.mo.gov
MS:	601-359-3569	www.mid.state.ms.us
MT:	406-444-2040	sao.mt.gov/insurance/index.asp
NC:	919-807-6750	www.ncdoi.com
ND:	701-328-2440	www.state.nd.us/ndins
NE:	402-471-2201	www.doi.ne.gov
NH:	603-271-2261	www.nh.gov/insurance
NJ:	609-292-5360	www.njdobi.org
NM:	505-827-4601	www.nmprc.state.nm.us
NV:	775-687-4270	www.doi.state.nv.us
NY:	212-480-6400	www.ins.state.ny.us
OH:	614-644-2658	www.insurance.ohio.gov
OK:	405-521-2828	www.oid.state.ok.us
OR:	503-947-7980	www.cbs.state.or.us/external/ins
PA:	717-787-2317	www.ins.state.pa.us
PR:	787-304-8686	www.ocs.gobierno.pr
RI:	401-462-9500	www.dbr.state.ri.us
SC:	803-737-6160	www.doi.sc.gov
SD:	605-773-4104	www.state.sd.us/dcr/insurance
TN:	615-741-2241	www.state.tn.us/commerce
TX:	512-463-6464	www.tdi.state.tx.us
UT:	801-538-3800	www.insurance.utah.gov
VA:	804-371-9694	www.scc.virginia.gov/division/boi
VT:	802-828-3301	www.bishca.state.vt.us
WA:	360-725-7100	www.insurance.wa.gov/
WI:	608-267-1233	www.oci.wi.gov/
WV:	304-558-3354	www.wvinsurance.gov
WY:	307-777-7401	insurance.state.wy.us

INSURANCE
INFORMATION
INSTITUTE



your home inventory

You never know when a disaster may strike—but you can be prepared with a home inventory.

A home inventory can help you

- Buy the amount of insurance you need
- Get your insurance claim settled faster
- Verify losses for your income tax return
- Keep track of the belongings you've accumulated over the years



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Reviewed and approved by:

Federal Citizen Information Center www.pueblo.gsa.gov/
National Consumers League www.nclnet.org/
Cooperative State Research, Education, and Extension Service, USDA www.reeusda.gov/

Getting Started

There are many ways to create a home inventory. It may seem hard at first to record information about everything you have in your house, but don't let that put you off. First, decide on a way to organize your inventory that works for you. You can do it room by room, category by category (furniture, electronics, etc.), from newest items to oldest or from most expensive purchases to least expensive ones.

Taking Inventory

There are different approaches to making your list. You can write everything down in a notebook, for example. Or you can take pictures, writing information on the back of the photos or putting information on your computer. If you have a video camera, you can walk through your house filming and describing the contents at the same time. If you have a personal computer, you can use the free web-based software that makes creating and keeping a home inventory easy at www.KnowYourStuff.org.

Keep receipts when they are available and note the cost for the item, when you bought it and information about the make and model.

Expensive items like jewelry and art work may need to be insured separately. Ask your insurance agent whether you need a floater for your homeowners policy.

Store a copy of your inventory in a safe place outside of your home—with a friend or in a safe deposit box. (If your inventory is electronic, store it on a flash drive or in a secure online storage account.) That way you'll be sure to have something to give your insurance representative if your home is damaged. Also, whenever you make a significant purchase, remember to add the information to your inventory while the details are fresh in your mind.

Making Lists

In some cases, items on the next page are listed by the room in which they are most likely to be found. In other cases, they are grouped together by category. For many items like books, CDs, sheets or pots and pans, you can make a general estimate of how many you have and their estimated value.

Home Inventory

You can refer to the following lists to help create your inventories.

General Appliances
 Televisions
 VCR/DVD player
 MP3 Players
 Smart Phones
 Video camera
 CD player
 Stereo equipment
 CDs/records
 Radios
 Sewing machine
 Cameras
 Phones
 Washer/Dryer
 Air conditioners
 Heaters/Fans
 Vacuum cleaner
 Exercise equipment

General
 Household
 Carpet/rugs
 Window treatments
 Bookcases
 Chairs
 Lamps/light fixtures
 Clocks
 Mirrors
 Vases
 Collections (coin, stamp, etc.)
 Pictures/wall hangings

Living Room
 Sofa
 Chairs
 Coffee table
 End tables
 Entertainment center/wall units
 Piano/other musical instruments

Dining Room
 Buffet
 Table
 Chairs
 China cabinet
 China
 Silverware
 Crystal
 Table linens
 Tea/coffee sets
 Serving table/cart

Bedrooms
 Beds
 Bed linens
 Dressers/chests
 Dressing tables
 Night tables

Clothing
 Shoes
 Coats



Furs
 Suits
 Dresses
 Sweaters
 Sports apparel
 Shirts
 Skirts
 Jewelry

Kitchen
 Table
 Chairs
 Refrigerator
 Freezer
 Stove
 Microwave oven
 Oven
 Dishwasher
 Coffee makers/other small appliances
 Pots/pans
 Dishes
 Glasses
 Kitchen utensils



Bathrooms
 Hair dryer/ other electrical appliances
 Scale
 Shower curtains
 Towels

Home Office/ Study/Den
 Desk
 Chairs
 Sofa
 Computer
 Printer
 Scanner
 Fax machine
 Books
 Tables
 Business supplies

Garage/Basement/ Attic/Shed
 Furniture
 Luggage/trunks
 Sports equipment
 Toys/outdoor games
 Bicycles
 Small boats
 Trailers
 Lawn mower
 Snow blower
 Shovels
 Sprinklers/hoses
 Wheelbarrow/ other garden tools and supplies
 Ladders
 Work bench
 Carpentry tools/supplies
 Holiday decorations

Porch/Patio
 Garden chairs
 Garden tables
 Umbrellas
 Outdoor cooking equipment
 Planters
 Jacuzzi

