

Date _____



Personal Property Inventory Book for



How to Make **YOUR** **Inventory**

Making a list of all your belongings may seem a monumental task, which is what keeps many people from ever getting started. But it need not be overwhelming.

The tips here can make the job more manageable:

- Inventory one room at a time. List every item in the room, its purchase price, the date of purchase (as close as you can remember), and where you purchased it (if you don't have an actual record of the purchase, the store might). Use any accounts of your expenditures on file (old checks, receipts, or similar records) to help refresh your memory. If the item isn't on that room's list, either write it in at the bottom or look through the other pages in the inventory until you find it.**
- Use the forms provided in this publication as reminders of your belongings. Add any items not listed. Use the special inventory section (which begins on page 30) to individually describe items you merely counted in your room-by room inventory. When there's space in the special inventory section for more details, the item is marked by an asterisk followed by the page number. You should also use the special inventory section to keep records for objects that may require special insurance.**
- Use a camera or video camera to record what you own. Photograph your home systematically: Start with one wall of a room and take as many pictures as necessary to record everything along that wall, overlapping slightly. Move around the room clockwise. Remember to open closets and drawers and photograph what's inside. Record the purchase prices and purchase dates of the items on the back of each photograph or on the forms in this book.**
- List all brand names, model numbers, and serial numbers for items that have them to help verify purchase dates and approximate replacement costs.**
- If you use a personal computer, you might want to investigate the various software packages on the market for compiling a household inventory.**

As you're doing your inventory, think about items you own that may be in a temporary residence (like a college dormitory) or in your vehicle. Do include these items in your inventory list.

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Air Conditioner (window unit)							
Bookcases (not attached to walls)							
Books*(p. 32)							
Knickknacks* (p. 42)							
Ceiling fans							
Chairs							
Couches, sofas, sectionals							
Clocks							
Coffee tables							
Compact disc players, CDs* (p. 33)							
Curtains, drapes or blinds							
Desk and contents							
Digital Video Recorder(s), DVDs* (p. 33)							
End tables							
Fireplace tools, screen, grate							
Footstools							
Lamps (hanging, floor, light fixtures)							
Mirrors							
Musical instruments* (p. 46)							

*List in special inventory section

Living room inventory continued on next page

Living room, continued

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Organ/Piano and bench							
Photograph albums* (p. 45)							
Pictures, prints, wall hangings* (p. 45)							
Pillows							
Plants/flower arrangements							
Radios/receivers/equalizers							
Rugs							
Stereo, turntable, speakers, albums* (p. 33)							
Table lamps							
Telephones, answering machines, cell phones* (p. 44)							
Television							
Vases* (p. 42)							
Wood-burning Stove							
Other furniture:							
Total							

*List in special inventory section

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Air Conditioner (window unit)							
Buffet							
Candlestick holders/candelabra							
Chairs and dining chairs							
China* (p. 42)							
China cabinet/hutch							
Clocks							
Crystal* (p. 42)							
Curtains, drapes or blinds							
Dining table							
Electric appliances* (p. 41)							
Flatware* (p. 42)							
Glassware* (p. 42)							
Knickknacks* (p. 42)							
Lamps (floor or hanging)							
Mirrors							
Pictures, prints, wall hangings* (p. 45)							
Plants/flower arrangements							
Rugs							

*List in special inventory section

Dining room inventory continued on next page

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Air Conditioner (window unit)							
Baby high chair							
Butcher block/baker's rack							
Cabinets (not attached to walls)							
Canisters, cookie jars							
Cookbooks							
Chairs							
Clock							
Cutlery, flatware* (p. 42)							
Cutting boards							
Dishes* (p. 42)							
Dishwasher							
Electric appliances (toaster, frying pan, waffle iron, hand mixer, pasta machine, ice-cream maker, etc.)							
Freezer							

*List in special inventory section
 Kitchen/breakfast nook inventory continued on next page

Kitchen/breakfast nook, continued

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Garbage Disposal							
Kitchen utensils (rubber spatulas, whisks, cookie cutters, rolling pins, measuring spoons and cups, Tupperware, etc.)* (p. 42)							
Knives/knife holder* (p. 42)							
Microwave Oven							
Oven/cooktop							
Picnic Baskets							
Pictures, prints, wall hangings* (p. 45)							
Pots, pans, cookware							
Radio							
Refrigerator							
Rugs or carpet							
Serving bowls/platters/pitchers							
Spice rack							
Staple foods							
Table linens, placemats, napkins, napkin holders* (p. 48)							
Tables							
Tea kettle							

*List in special inventory section

Kitchen/breakfast nook inventory continued on next page

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Broom, mop bucket, dust pan							
Cabinets (not attached to walls)							
Dryer							
Folding table							
Freezer							
Laundry baskets							
Refrigerator							
Sewing machine							
Iron and ironing board							
Vacuum cleaner, cleaning equipment							
Washing machine							
Water heater							
Water softener							
Rugs or carpet							
Total							

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Air conditioner (window unit)							
Aquarium							
Bed frames							
Bedspreads, blankets* (p. 31)							
Books* (p. 32)							
Bookcases (not attached to walls)							
Ceiling fan							
Chaise lounge, loveseat							
Chest of drawers, dressers							
Chairs							
Clock							
Clothes hamper							
Clothing* (p. 36, p. 37)							
Curtains, drapes or blinds							
Desk							
Dressing screen							
Hope chest							
Humidifier							
Jewelry* (p. 43)							

*List in special inventory section
Master bedroom inventory continued on next page

Master bedroom, continued

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Knickknacks* (p. 42)							
Lamps							
Mattresses, box springs							
Mirrors (not attached to walls)							
Night stands, tables							
Pictures, prints, wall hangings* (p. 45)							
Pillows, quilts* (p. 31)							
Plants/flowers							
Radio							
Rocking chair							
Rugs							
Sheets, pillowcases* (p. 31)							
Stereo, CD player, CDs* (p. 33)							
Telephone, cell phones, blackberries, ipods, wiis* (p. 44)							
Television, VCR, videotapes* (p. 33)							
Vanity table							
Vases* (p. 42)							
Total							

*List in special inventory section

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Air conditioner (window)							
Bed frames							
Bedspreads, blankets* (p. 31)							
Books* (p. 32)							
Bookcases (not fastened to walls)							
Chairs							
Chest of drawers, dressers							
Clocks							
Clothes Hamper							
Clothing* (pp. 35, 36, 37)							
Curtains, drapes or blinds							
Desk							
Dressing screens							
Hope chest							
Humidifier							
Jewelry* (p. 43)							
Knickknacks* (p. 42)							
Lamps							
Mattresses, box springs							

*List in special inventory section
 Bedroom, second inventory continued on next page

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Air conditioner (window)							
Bed frames							
Bedspreads, blankets* (p. 31)							
Books* (p. 32)							
Bookcases (not fastened to walls)							
Chairs							
Chest of drawers, dressers							
Clocks							
Clothes Hamper							
Clothing* (pp. 35, 36, 37)							
Curtains, drapes or blinds							
Desk							
Hope chest							
Humidifier							
Jewelry* (p. 43)							
Knickknacks* (p. 42)							
Lamps							
Mattresses, box springs							
Mirrors (not attached to walls)							

*List in special inventory section
 Bedroom, third inventory continued on next page

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Baby swing							
Bed (bassinet or crib)							
Blankets* (p. 31)							
Bookcases (not attached to wall)							
Books* (p. 32)							
Car seat							
Chairs/rocking chair							
Changing table							
Chest of drawers, dressers							
Clock							
Clothing* (p. 35)							
Curtains or drapes							
Humidifier							
Infant carrier/baby seat							
Lamps							
Linens* (p. 31)							
Mattress, box springs							
Mirrors (not fastened to walls)							
Mobiles							

*List in special inventory section

Bedroom, fourth (Baby's room) inventory continued on next page

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Baskets, wicker							
Cabinets (not fastened to walls)							
Chairs							
Clothes hamper							
Contact lenses							
Cosmetics, toilet accessories							
Curtains							
Electrical appliances (hair dryer, razor, curling iron, electric rollers, toothbrush, etc.)* (p. 41)							
Eyeglasses							
First aid kit							
Hearing aids							
Heating pad							
Iron and ironing board							
Knickknacks* (p. 42)							
Medicines (prescription and nonprescription)							
Mirrors (portable)							
Pictures, prints, wall hangings* (p. 45)							

*List in special inventory section
Master bathroom inventory continued on next page

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Baskets, wicker							
Cabinets (not fastened to walls)							
Chairs							
Clothes hamper							
Contact lenses							
Cosmetics, toilet accessories							
Curtains							
Electrical appliances (hair dryer, razor, curling iron, electric rollers, toothbrush, etc.)* (p. 41)							
First aid kit							
Heating pad							
Medicines (prescription and nonprescription)							
Mirrors (not attached to walls)							
Radio							
Rugs							
Shower curtain							
Television							
Towels* (p. 31)							
Total							

*List in special inventory section

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Baskets, wicker							
Cabinets (not fastened to walls)							
Chairs							
Clothes hamper							
Contact lenses							
Cosmetics, toilet accessories							
Curtains							
Electrical appliances (hair dryer, razor, curling iron, electric rollers, toothbrush, etc.)* (p. 41)							
First aid kit							
Heating pad							
Medicines (prescription and nonprescription)							
Mirrors (not attached to walls)							
Radio							
Rugs							
Shower curtain							
Television							
Towels* (p. 31)							
Total							

*List in special inventory section

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Air Conditioner (window unit)							
Baskets							
Binoculars							
Board games* (p. 46)							
Books* (p. 32)							
Bookcases (not attached to walls)							
Ceiling fan							
Chairs, footstools							
Coffee tables							
Children's toys* (p. 34)							
Collections* (p. 46)							
Compact Disc Players, CDs* (p. 33)							
Couches, sofas, sectionals							
Curtains, drapes, blinds							
Desk							
Entertainment Center							
Exercise Equipment* (p. 46)							
Fireplace tools, grate, screen							
Hobby equipment* (p. 46)							

*List in special inventory section
Family room inventory continued on next page

Family room, continued

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Knickknacks* (p. 42)							
Lamps							
Momentos* (p. 50)							
Musical instruments* (p. 46)							
Photo Albums* (p. 45)							
Pictures, prints and wall hangings* (p. 45)							
Pillows							
Ping-pong, pool table							
Plants, planters, flower arrangements							
Rugs							
Sheet music							
Stereo, turntable							
Tables							
Telephone, cell phones, blackberries, ipods, wiis* (p. 44)							
Television, VCR, Digital Video Recorder, DVDs* (p. 33)							
Vases* (p. 42)							
Video Games* (p. 33)							
Video Camera, Video tapes* (p. 33)							
Total							

*List in special inventory section

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Air Conditioner (window unit)							
Awards, diplomas							
Books* (p. 32)							
Bookcases (not attached to walls)							
Calculator							
CDs, blank CDs* (p. 33)							
Computer, monitor, keyboard, modem* (p. 40)							
Computer printer, printer supplies, paper, stand (p. 40)							
Computer software, games* (p. 40)							
Chairs							
Desk accessories							
Fax machine							
Filing cabinets							
Knickknacks* (p. 42)							
Lamps							
Desk							
Laptop computer, printer* (p. 40)							

*List in special inventory section
Home office inventory continued on next page

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Auto equipment							
Benches							
Bicycles							
Cabinets							
Camping equipment (sleeping bags, tents, back-packs)* (p. 44)							
Canned goods							
Exercise equipment* (p. 46)							
Freezer and contents							
Furnace, heating, central air-conditioning equipment							
Garden equipment (lawn-mower, wheel barrel, rakes, hoes, shovels, tiller)							
Glider, gym, or swing set							
Grass seed, fertilizer, bird feeder							
Grill (gas/charcoal), equipment							
Hobby equipment* (p. 46)							
Holiday decorations* (p. 44)							
Hoses, sprinklers							

*List in special inventory section
Garage/basement/porch/deck/yard inventory continued on next page

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Total							

Author	Title	Description (Mfr Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Total								

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Total							

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Activewear (ballet outfit, football uniform, etc.)							
Bathing suit							
Coats, jackets							
Dresses							
Hats, mittens, gloves, scarves							
Pants, slacks, shorts							
Shirts							
Shoes/boots							
Socks, stockings, tights, leggings							
Suits							
Sweaters							
Underwear and pajamas							
Total							

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Activewear (sweats, swimsuits, etc)							
Belts, suspenders							
Gloves, scarves							
Handkerchiefs							
Hats							
Jackets, blazers							
Overcoats, raincoats, windbreakers							
Pajamas, robes							
Pants, slacks, jeans							
Shoes/boots							
Shorts							
Shirts/dress shirts/casual shirts							
Socks							
Suits							
Sweaters							
Ties/tie tacks/cuff links							
Underwear							
Umbrellas							
Total							

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Accessories							
Activewear (aerobic outfits, swimsuits)							
Belts							
Dresses							
Hats							
Jackets, blazers							
Hosiery, pantyhose, leggings, tights, socks							
Mittens, gloves							
Overcoats, raincoats, windbreakers							
Pajamas/robes							
Pants, slacks, jeans, shorts							
Scarves							
Shoes, boots							
Shirts/blouses							
Skirts							
Suits							
Sweaters							
Umbrellas							
Underwear, lingerie							

Women's clothing inventory continued on next page

Special inventory (clothing, women's), continued

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Total							

Special inventory (glassware, dinnerware, flatware, cutlery, knickknacks and vases)

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Coffee set							
China							
Crystal							
Decanters							
Dishes							
Glassware							
Knickknacks							
Knives							
Napkin holders							
Punch bowl set							
Serving pieces							
Silver flatware							
Silver chest							
Stainless steel flatware							
Tea set							
Trays							
Vases							
Wine glasses							
Total							

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Bracelets/anklets							
Earrings							
Necklaces/chains							
Pins							
Rings							
Watches							
Charms							
Pendants							
Total							

Special inventory (electronics, cell phones, blackberries, ipods, wiis)

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Total							

Special inventory (sports, hobby, exercise equipment, musical instruments, collections)

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Aerobic steps, leg weights							
Basketball equipment							
Bicycles/tricycles							
Board games, cards							
Bowling equipment							
Cameras/accessories							
Camping equipment (tents, sleeping bags)							
Collections (baseball cards, stamps, etc.)							
Crochet, knitting, or embroidery supplies							
Darts							
Electric trains							
Exercise equipment (exercise bike, rowing machine treadmill, etc.)							
Fishing tackle							
Football, soccer equipment							
Golf clubs and accessories							
Guns							
Lawn games (croquet, horseshoes, washers)							

Sports, hobby, exercise equipment, musical instruments, collections inventory continued on next page

Special inventory (sports, hobby, exercise equipment, musical instruments, collections)

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Musical instruments							
Other hobby supplies (paint, glue, etc.)							
Ping-pong, pool table							
Skates							
Skis, snowshoes							
Sleds							
Softball equipment							
Tennis, racquetball equipment							
Weight-lifting equipment							
Total							

Item	Description (Manufacturer, Brand Name & Serial/Model No.)	Purchase Date	Original Cost	Replacement Cost	Expected Life	Depreciation	Actual Cash Value
Auto tools							
Garden tools							
Electric tools							
Total							

