

## 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. With a computer,

www.MyFinancialHouse.org can help you keep track of your financial records. 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.org
AR:	501-371-2600	www.arkansas.gov/insurance/
AZ:	800-325-2548	www.id.state.az.us
CA:	213-897-8921	www.insurance.ca.gov
CO:	303-894-7499	www.dora.state.co.us/insurance
CT:	860-297-3800	www.ct.gov/cid
DC:	202-727-8000	www.disb.dc.gov
DE:	302-674-7300	www.state.de.us/inscom
FL:	850-413-3140	www.floir.com/
GA:	404-656-2070	www.gainsurance.org
HI:	808-586-2790	www.state.hi.us/dcca/ins
IA:	515-281-5705	www.iid.state.ia.us/
ID:	208-334-4250	http://www.doi.state.id.us/
IL:	217-782-4515	www.state.il.us/ins
IN:	317-232-2385	www.in.gov/idoi/
KS:	785-296-3071	www.ksinsurance.org
KY:	800-595-6053	doi.ppr.ky.gov/Kentucky/
LA:	225-342-5900	www.lidi.la.gov
MA:	617-521-7794	www.state.ma.us/doi/
MD:	410-468-2000	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.commerce.state.mn.us/
MO:	573-751-4126	www.insurance.mo.gov/
MS:	601-359-3569	www.doi.state.ms.us/
MT:	406-444-2040	sao.mt.gov/insurance/index.asp
NC:	800-546-5664	www.ncdoi.com/
ND:	701-328-2440	www.state.nd.us/ndins/
NE:	402-471-2201	www.doi.ne.gov/
NH:	603-271-7973	www.state.nh.us/insurance
NJ:	609-292-5360	www.njdoib.org
NM:	505-827-4601	www.nmprc.state.nm.us/insurance/inshm.htm
NV:	775-687-4270	www.doi.state.nv.us/
NY:	212-480-6400	www.ins.state.ny.us
OH:	614-644-2658	www.ohioinsurance.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/ins/site/default.asp
PR:	787-722-8686	www.ocs.gobierno.pr/
RI:	401-222-2224	www.dbr.state.ri.us
SC:	803-737-6160	www.doi.sc.gov/
SD:	605-773-3563	www.state.sd.us/dcr/insurance/
TN:	615-741-2241	www.state.tn.us/
TX:	512-463-6464	www.tdi.state.tx.us/
UT:	801-538-3800	www.insurance.utah.gov/
VA:	804-371-9741	www.scc.virginia.gov/division/boi/
VT:	802-828-3301	www.bishca.state.vt.us
WA:	360-725-7100	www.insurance.wa.gov/
WI:	608-266-3585	www.badger.state.wi.us/agencies/oci
WV:	304-558-3354	www.wvinsurance.gov
WY:	307-777-7401	insurance.state.wy.us

Insurance  
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# 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/](http://www.pueblo.gsa.gov/)  
National Consumers League [www.nclnet.org/](http://www.nclnet.org/)  
Cooperative State Research, Education, and Extension Service, USDA [www.reeusda.gov/](http://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 download free software that makes creating and keeping a home inventory easy at [www.KnowYourStuff.org](http://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 disk.) 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  
Video camera  
CD player  
Stereo equipment  
CDs/records  
Radios  
Sewing machine  
Cameras  
Answering machine  
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

