

COMMISSIONER HOLLAND'S GUIDE TO **BUILDING A HOME INVENTORY**

The information you put into this Home Inventory File can make an insurance claim settlement faster and easier. With this file, you will have a record of your property in order to help make an accurate insurance claim.

Please keep your home Inventory File in a safe deposit box or another safe place outside your home. It would be helpful if you made a copy of this file and other important papers such as birth certificates, deeds, etc. and put the originals into safekeeping.

Home Inventory Tips

- List every item of value in your house.
- Include the serial numbers of all items that have them.
- Continuously update your Home Inventory as you acquire new items.
- Keep all receipts along with a description of the items.
- Keep a detailed record of antiques, jewelry, major appliances and collector's items.

Photo Tips

- Use a color, or video camera if possible.
- Take both wide angles, and close up shots.
- Have a family member in all pictures to help verify ownership. Make sure videotapes, slides and pictures are dated.
- To demonstrate quantity of clothing, open closet doors. Take pictures of open drawers to show content.
- When taking pictures of a shiny or reflective surface, hold camera at a 45° degree angle.

OKLAHOMA INSURANCE DEPARTMENT

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Insurance Commissioner Kim Holland



LIVING ROOM

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value

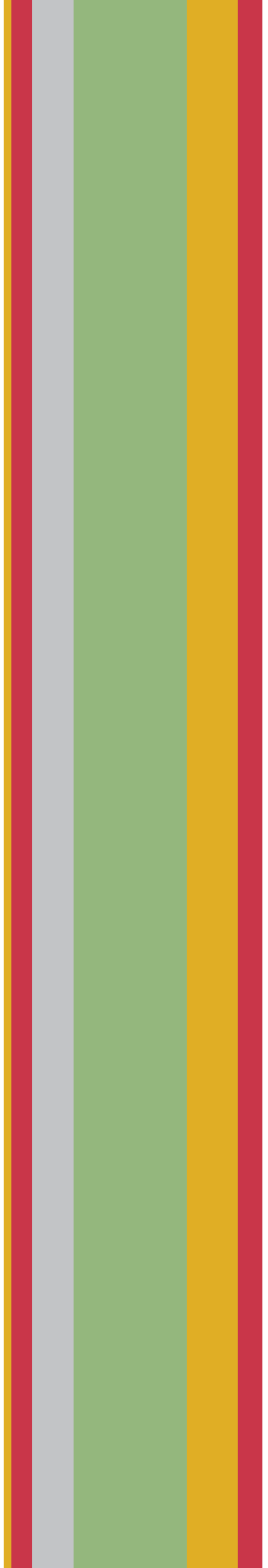


TAPE PHOTOS HERE

START AT BOTTOM
TAPE & LAYER EACH PHOTO

A vertical stack of ten grey rectangular boxes, each representing a slot for a photograph. The boxes are arranged in a slightly staggered, descending order from top to bottom, suggesting they are to be layered together.

ATTACH RECEIPTS/ RECEIPT COPIES HERE

A large, vertical grey rectangular area intended for attaching receipts or receipt copies. It is positioned to the right of the photo slots.

BEDROOM 1

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value



TAPE PHOTOS HERE

START AT BOTTOM
TAPE & LAYER EACH PHOTO

A large, light gray rectangular area intended for taping photos. At the top left, there is a white box with the text "TAPE PHOTOS HERE" and "START AT BOTTOM TAPE & LAYER EACH PHOTO". The area is slightly offset to the right, creating a shadow effect.

ATTACH RECEIPTS/ RECEIPT COPIES HERE

A large, light gray rectangular area intended for attaching receipts or receipt copies. It is a simple, solid gray rectangle.

BEDROOM 2

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value



TAPE PHOTOS HERE

START AT BOTTOM
TAPE & LAYER EACH PHOTO

A large, vertical grey rectangular area representing a stack of photos. The top edge is slightly irregular, suggesting a stack of papers. A small white box with black text is positioned at the top left of this area.

ATTACH RECEIPTS/ RECEIPT COPIES HERE

A large, vertical grey rectangular area representing a space for receipts or receipt copies. It is a solid, uniform grey rectangle.

BEDROOM 3 ITEMS

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value



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TAPE & LAYER EACH PHOTO

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BEDROOM 4

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value



TAPE PHOTOS HERE

START AT BOTTOM
TAPE & LAYER EACH PHOTO

A large, light gray rectangular area intended for taping photos. At the top left, there is a white box with the text "TAPE PHOTOS HERE" and "START AT BOTTOM TAPE & LAYER EACH PHOTO". The area is slightly offset to the right, creating a shadow effect.

ATTACH RECEIPTS/ RECEIPT COPIES HERE

A large, light gray rectangular area intended for attaching receipts or receipt copies. It is a simple, solid gray rectangle.

KITCHEN

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value



TAPE PHOTOS HERE

START AT BOTTOM
TAPE & LAYER EACH PHOTO

A large, vertical grey rectangular area intended for taping photos. At the bottom of this area, there is a stack of several overlapping, light grey rectangular icons representing individual photos, illustrating the layering process mentioned in the text above.

ATTACH RECEIPTS/ RECEIPT COPIES HERE

A large, vertical grey rectangular area intended for attaching receipts or receipt copies. The area is empty, providing a designated space for these documents.

FAMILY ROOM/DEN

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value



TAPE PHOTOS HERE

START AT BOTTOM
TAPE & LAYER EACH PHOTO

A large, light gray rectangular area representing a space for taping photos. At the bottom of this area, there is a stack of several overlapping, light gray rectangular icons representing photos, arranged in a slightly offset, descending manner from left to right.

ATTACH RECEIPTS/ RECEIPT COPIES HERE

A large, light gray rectangular area representing a space for attaching receipts or receipt copies. The area is empty and framed by a thin gray border.

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value

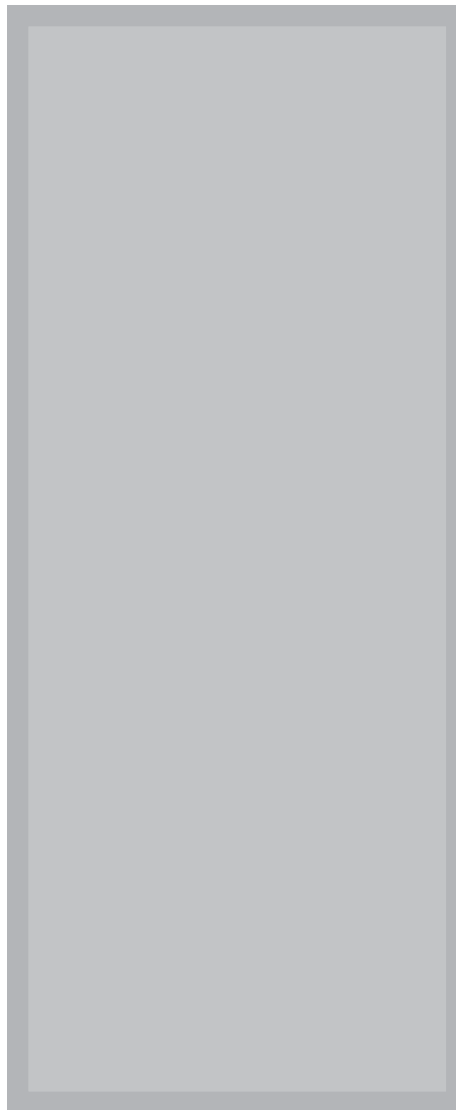


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TAPE & LAYER EACH PHOTO



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BATHROOM(S)

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value



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TAPE & LAYER EACH PHOTO

ATTACH RECEIPTS/ RECEIPT COPIES HERE



No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value



TAPE PHOTOS HERE

START AT BOTTOM
TAPE & LAYER EACH PHOTO

A large, vertical grey rectangular area representing a stack of photos. The top edge is slightly irregular, suggesting a stack of papers or photos. A small white box with black text is positioned at the top left of this area.

**ATTACH RECEIPTS/
RECEIPT COPIES HERE**

A large, vertical grey rectangular area representing a space for receipts or receipt copies. It is a solid, uniform grey rectangle.

ATTIC/BASEMENT/GARAGE

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value



TAPE PHOTOS HERE

START AT BOTTOM
TAPE & LAYER EACH PHOTO

A large, light gray rectangular area representing a stack of photos to be taped. The area is slightly wider at the top and tapers towards the bottom, suggesting a stack of papers or photos. The text 'TAPED PHOTOS HERE' is positioned at the top left of this area.

ATTACH RECEIPTS/ RECEIPT COPIES HERE

A large, light gray rectangular area representing a space for receipts. The area is a simple, solid rectangle. The text 'ATTACH RECEIPTS/ RECEIPT COPIES HERE' is positioned at the top left of this area.

CHINA-GLASSWARE/SILVERWARE

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value



TAPE PHOTOS HERE

START AT BOTTOM
TAPE & LAYER EACH PHOTO

A large, light gray rectangular area intended for taping photos. At the top left corner, there is a white rectangular box containing the text "START AT BOTTOM TAPE & LAYER EACH PHOTO". The area is designed to be layered with photos, as indicated by the text.

ATTACH RECEIPTS/ RECEIPT COPIES HERE

A large, light gray rectangular area intended for attaching receipts or receipt copies. It is a simple, empty rectangular space with a thin gray border.

MUSICAL INSTRUMENTS

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value



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START AT BOTTOM
TAPE & LAYER EACH PHOTO



ATTACH RECEIPTS/ RECEIPT COPIES HERE



SPORTS EQUIPMENT

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value



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TAPE & LAYER EACH PHOTO



ATTACH RECEIPTS/ RECEIPT COPIES HERE



ART/ FINE CARPETS, OTHER VALUABLES

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value



TAPE PHOTOS HERE

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TAPE & LAYER EACH PHOTO

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FIREARMS

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value

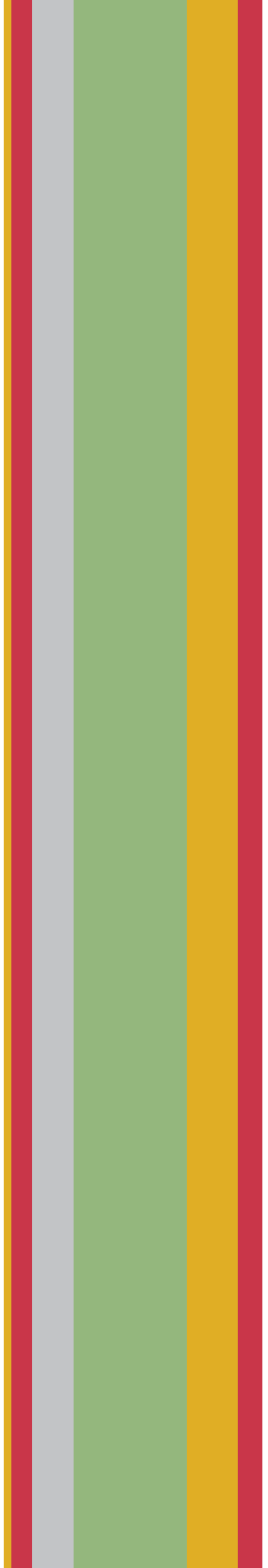


TAPE PHOTOS HERE

START AT BOTTOM
TAPE & LAYER EACH PHOTO

A large, light gray rectangular area representing a space for taping photos. At the bottom of this area, there is a stack of several overlapping, light gray rectangular icons representing photos, arranged in a slightly offset manner to suggest depth.

ATTACH RECEIPTS/ RECEIPT COPIES HERE

A large, light gray rectangular area representing a space for attaching receipts or receipt copies. The area is mostly empty, with a thin gray border around the perimeter.

INVENTORY SUMMARY



No. of Articles	Article Description	Total Original Cost	Estimate Present Value
	Jewelry		
	Furs		
	Fine Arts		
	Musical Instruments		
	Silverware		
	China & Glassware		
	Sports & Hobby Equipment		
	Office		
	Living Room		
	Dining Room		
	Kitchen		
	Recreation/Family Room		
	Library, Den or Study		
	Master Bedroom		
	Extra Bedroom(s)		
	Bath Room(s)		
	Personal Effects—Men		
	Personal Effects—Women		
	Personal Effects—Boys		
	Personal Effects —Girls		
	Attic, Basement, Garage		
	Patio or Deck		
	Tool Shed		
GRAND TOTAL			
Total amount of your present insurance on personal property			

