



# PROTECT

## YOUR HOME WITH A HOME INVENTORY

### ORGANIZE

Decide on a way to organize your inventory - room by room, category by category, newest items to oldest or most expensive purchases to least expensive ones.

### RECORD

List every item of value in your house and make a detailed record of antiques, jewelry, major appliances and collector's items.

### STORE

Keep your Home Inventory in a safety deposit box or another safe place outside your home. It is helpful to make a copy of this file and put the original into safekeeping.

*Creating a simple home inventory helps you track what you own and what it is worth, making important insurance decisions easier. The information you put into a home inventory will give you full record of your property, make sure you are adequately protected should you need to file a claim and can make an insurance claim settlement faster and easier.*

OKLAHOMA  
INSURANCE  
DEPARTMENT

For more information, visit [homeinventory.oid.ok.gov](http://homeinventory.oid.ok.gov)



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# TIPS FROM THE OKLAHOMA INSURANCE DEPARTMENT

## ORGANIZE

Group your possessions into logical categories in a way that works easiest for you.



### Room by Room

*living room, kitchen, master bedroom, etc.*



### Category by Category

*furniture, electronics, jewelry, etc.*



### Oldest to Newest

*chronologically*



### Most Expensive to Least Expensive

*dollar amount when purchased or obtained*



## RECORD

It may seem hard at first to record information about everything you have in your house, but there are lots of tools to help you get started. Make sure your inventory includes celebration purchases like jewelry and art, as well as everyday leisure items such as televisions and guitars.

Don't forget items like holiday decorations, sports equipment, tools, etc.

- 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.
- Take color photos or video footage of as many items as possible.

## STORE

Store your home inventory and related documents in a safe, easily accessible place online or on your computer that is regularly backed-up. It may be more convenient for you to store in a fire-proof box or safe deposit box. Consider sharing a copy with friends, relatives and your insurance provider.

## Free Home Inventory App

**iPhone® users** — MyHOME Scr.APP.book downloadable app lets you quickly photograph and capture descriptions of your possessions room by room, then store electronically for safekeeping.



**Android® users** — With the myHOME Scr.APP.book home inventory app, you can quickly capture images, descriptions, and serial numbers of your possessions, then organize the information by room or by category. The app even creates a back-up file for email sharing.

