

OKLAHOMA INSURANCE DEPARTMENT'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**
D E P A R T M E N T

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LIVING ROOM

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



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BEDROOM 1

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



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A large vertical grey rectangle representing a photo album page. At the bottom, there is a stack of several horizontal grey bars of varying lengths, representing individual photo slots. The bars are slightly offset to the right, creating a stepped effect.

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

BEDROOM 2

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



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A large vertical grey rectangle 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.

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

BEDROOM 3 ITEMS

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



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BEDROOM 4

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



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KITCHEN

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



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A vertical stack of ten gray rectangular boxes representing photo slots. The top box is the largest, and the boxes below it decrease in size, creating a stepped effect. The boxes are intended for taping photos of kitchen items.

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A large vertical gray rectangular area intended for attaching receipts or receipt copies for the kitchen items listed in the table above.

FAMILY ROOM/DEN

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

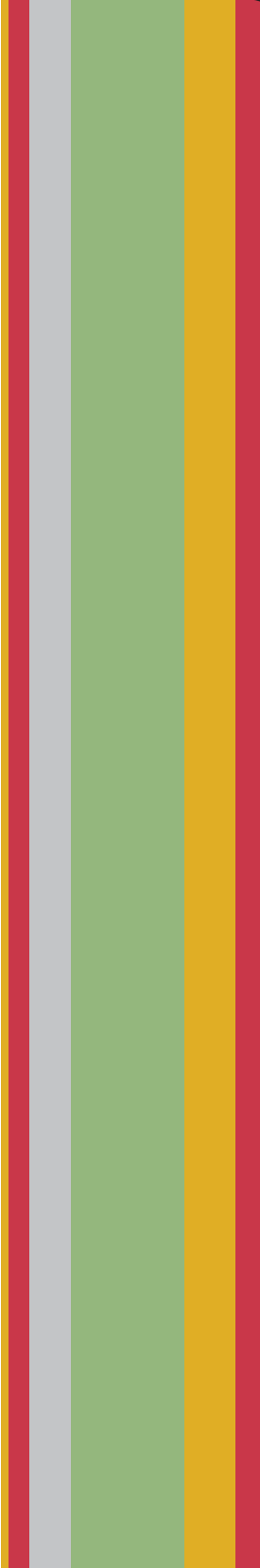


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No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value



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A vertical stack of ten gray rectangular boxes, each representing a slot for a photo. The boxes are arranged in a slightly staggered, descending order from top to bottom, suggesting a stack of photos to be taped together.

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RECEIPT COPIES HERE**

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

BATHROOM(S)

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



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HOME OFFICE

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

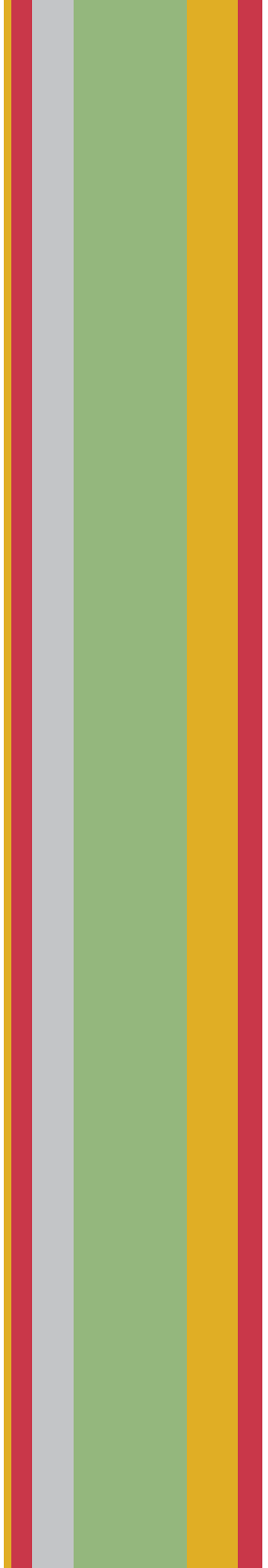
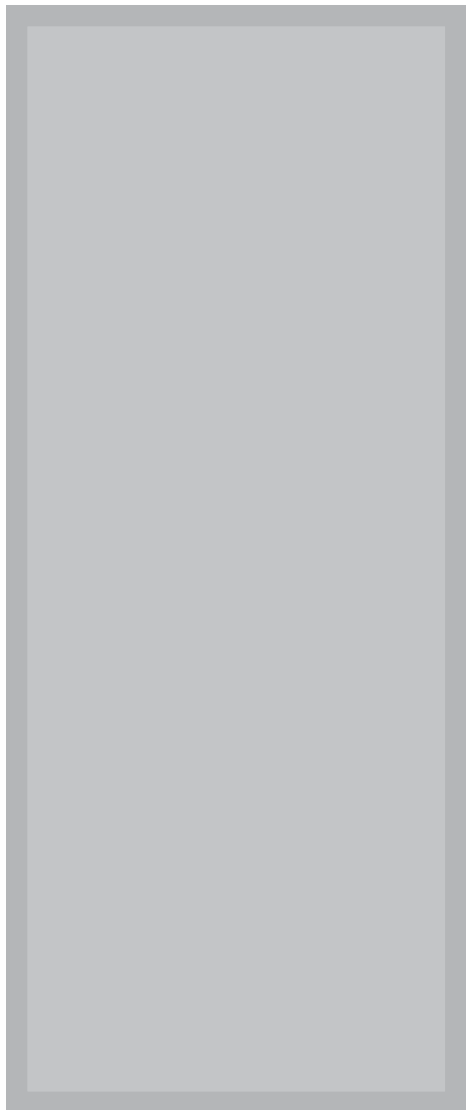


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ATTIC/BASEMENT/GARAGE

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

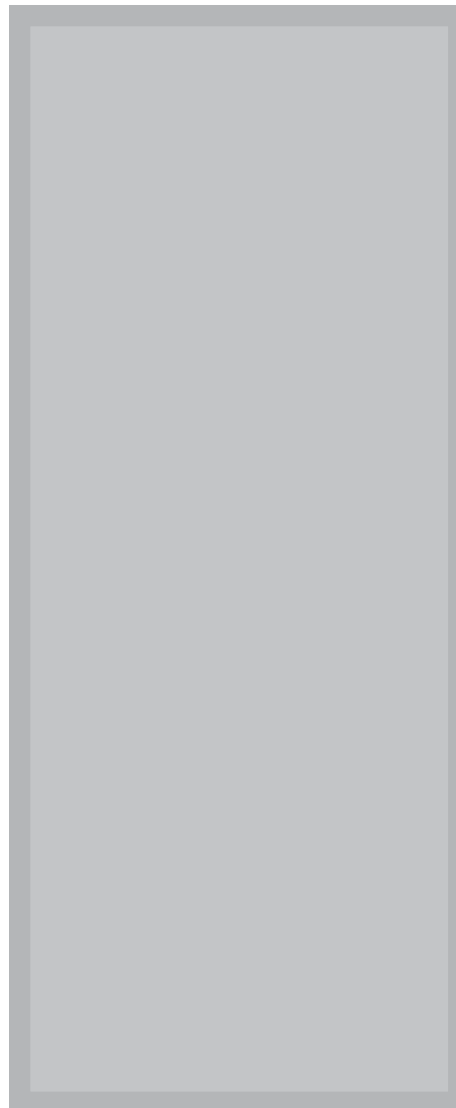


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CHINA-GLASSWARE/SILVERWARE

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



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MUSICAL INSTRUMENTS

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

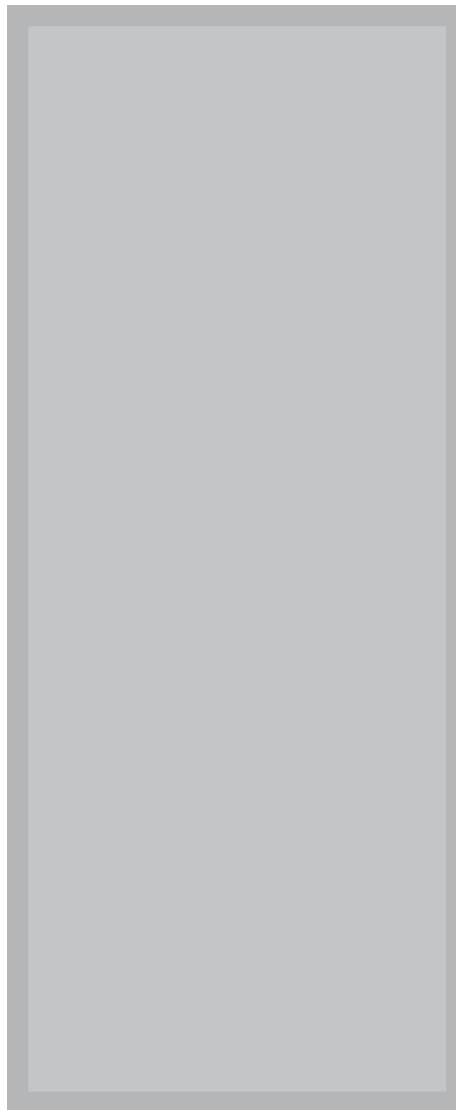


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SPORTS EQUIPMENT

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



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FIREARMS

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

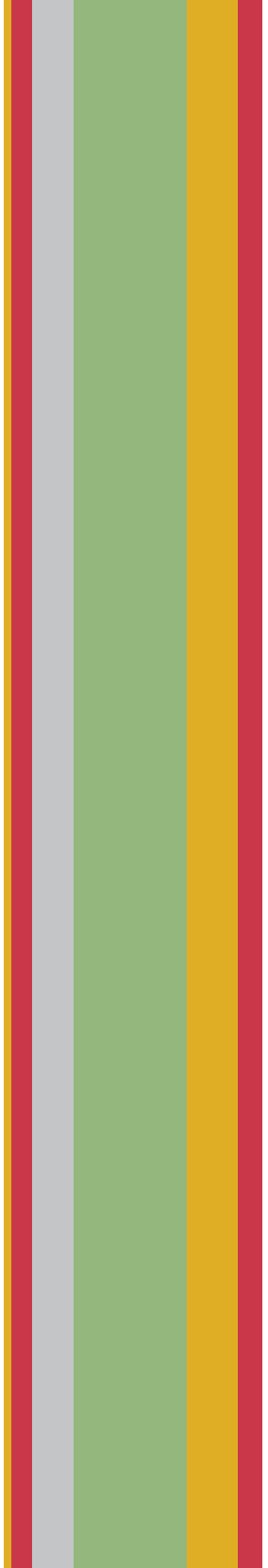
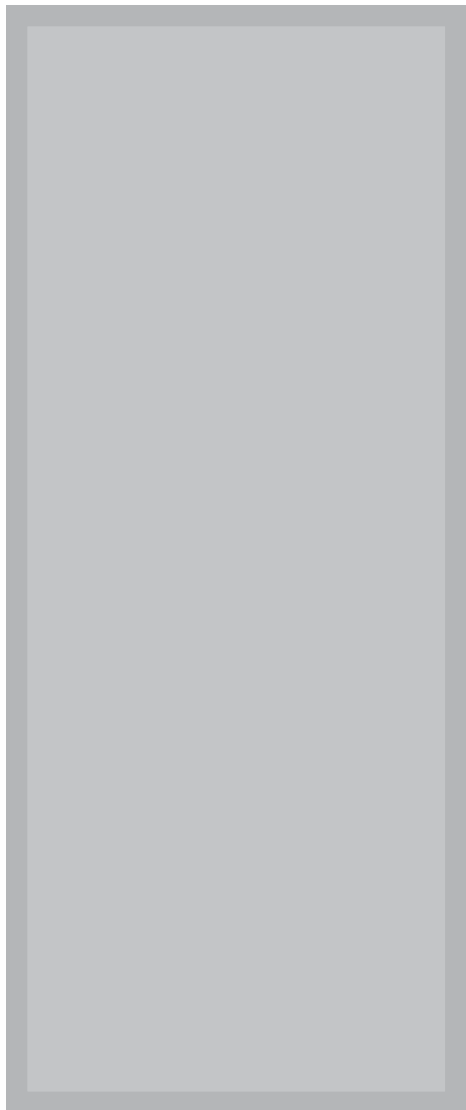


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INVENTORY SUMMARY

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			

