

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 DEPARTMENT

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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 gray rectangular boxes, representing slots for taping photos. The boxes are arranged in a slightly staggered, descending order from top to bottom, with the top box being the largest and the bottom boxes getting progressively smaller. The top box contains the text 'START AT BOTTOM TAPE & LAYER EACH PHOTO'.

ATTACH RECEIPTS/ RECEIPT COPIES HERE

A large, vertical gray rectangular area with a thin border, intended for attaching receipts or receipt copies. It is positioned to the right of the photo taping area.

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 ten horizontal grey bars of varying lengths, representing photo slots. The bars are arranged in a descending staircase pattern from left to right.

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

BEDROOM 2

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



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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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A vertical stack of ten grey rectangular boxes, representing slots for taping photos. The boxes are arranged in a slightly staggered, descending order from top to bottom, with the top box being the largest and the bottom boxes getting progressively smaller.

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A large, vertical grey rectangular area intended for attaching receipts or receipt copies. It is a simple, solid grey rectangle with a thin border.

KITCHEN

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



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FAMILY ROOM/DEN

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

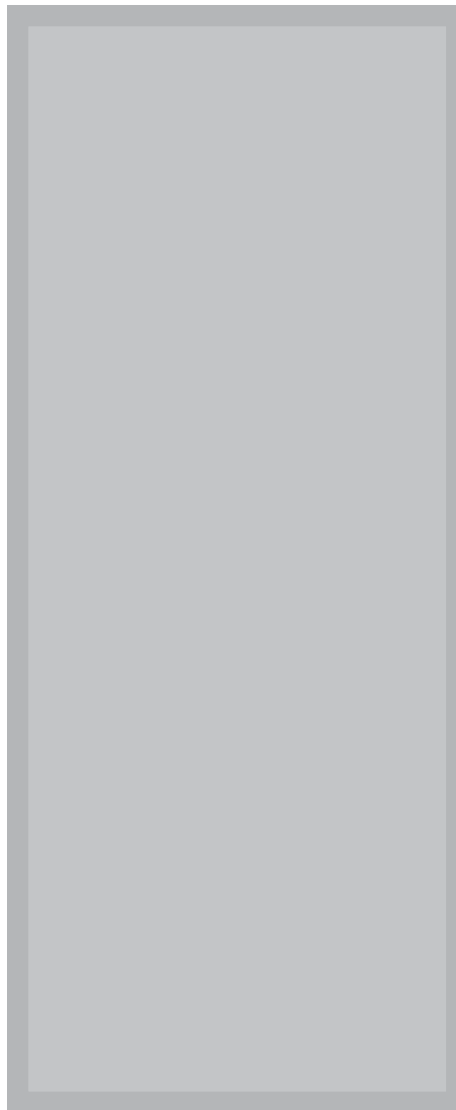


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No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value



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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

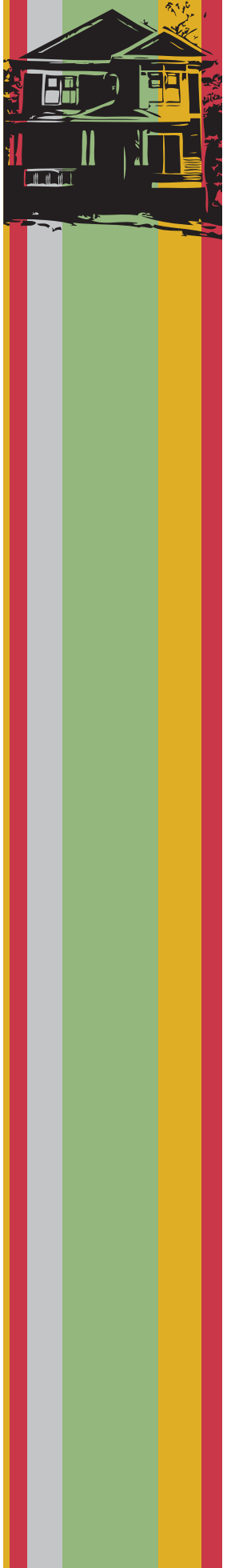


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ATTIC/BASEMENT/GARAGE

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

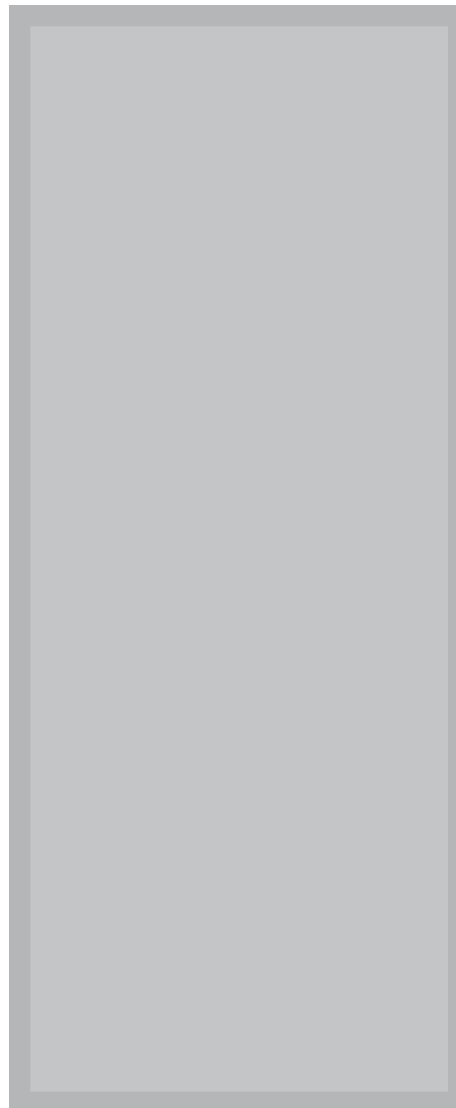


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CHINA-GLASSWARE/SILVERWARE

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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ART/ FINE CARPETS, OTHER VALUABLES

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			

