

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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Tulsa Office • 1-800-728-2906
www.oid.ok.gov



LIVING ROOM

| 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 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 individual photo slots. The bars are slightly offset to the left, 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 vertical stack of ten grey 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 items in the bedroom.

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A large vertical grey rectangular area intended for attaching receipts or receipt copies for the items listed in the inventory table.

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 rectangular gray boxes, each representing a photo placeholder. The boxes are slightly offset to the right from the bottom to the top, creating a stepped effect. A small white box with black text is positioned at the top of the stack, containing the instruction 'START AT BOTTOM TAPE & LAYER EACH PHOTO'.

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A large, vertical rectangular area with a light gray background and a thin gray border, intended for attaching receipts or receipt copies.

FAMILY ROOM/DEN

| No. of Articles | Article Description | Year Purchased | Total Original Cost | Estimate Present Value |
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A vertical stack of ten rectangular gray boxes, each representing a photo placeholder. The boxes are slightly offset to the right from the one below, creating a stepped effect. The top box is the largest, and the boxes get progressively smaller towards the bottom.

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

| 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.

**ATTACH RECEIPTS/
RECEIPT COPIES HERE**

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

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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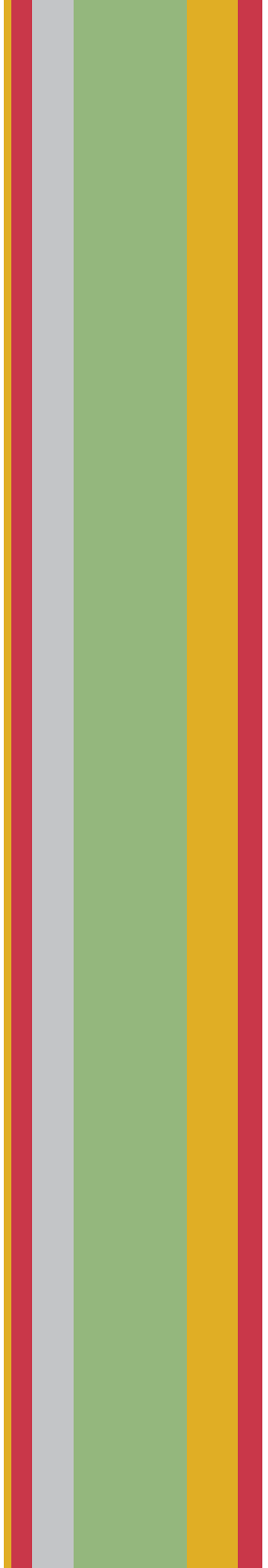


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ATTIC/BASEMENT/GARAGE

| No. of Articles | Article Description | Year Purchased | Total Original Cost | Estimate Present Value |
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A vertical stack of approximately 12 gray rectangular slots, intended for taping photos. The slots are arranged in a slightly staggered, descending fashion from top to bottom, with the top slot being the widest and the bottom slot being the narrowest.

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

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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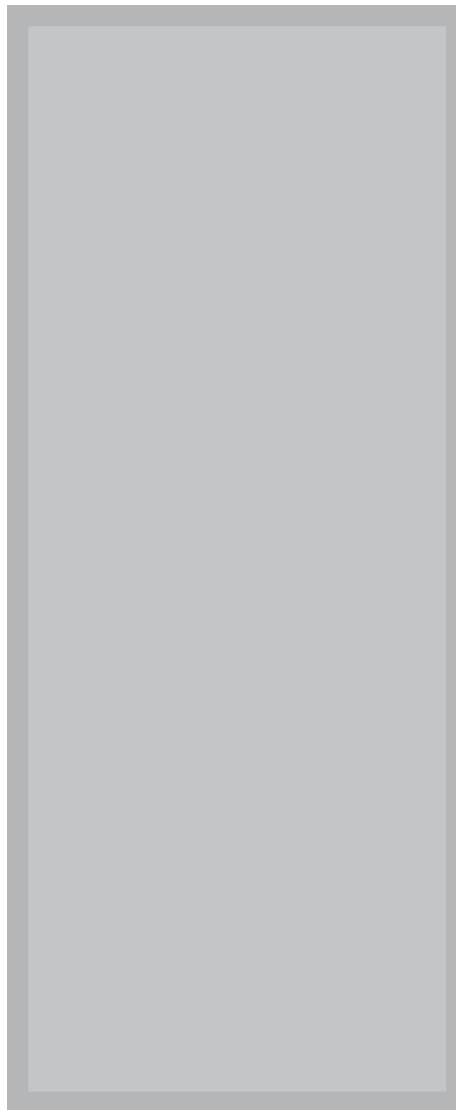


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SPORTS EQUIPMENT

| 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 boxes are arranged in a slightly staggered fashion, with the top box shifted to the right and each subsequent box below it shifted further to the left, creating a stepped effect.

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A large, vertical gray rectangular area with a thin border, intended for attaching receipts or receipt copies.

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 | | | |

