



## Personal Property Inventory

*Take account of what's important to you.*

## **Use this inventory checklist to record personal property.**

Your home is probably filled with a combination of necessities and life's little luxuries. From the most comfortable sofa you've ever slept on to that silverware set your great-grandmother passed down, think of how difficult it would be to remember each and every item you had if you ever experienced a loss. Taking a written inventory of your possessions can help assure that you won't forget when it really matters.

In the event of a property loss, the last thing you want to think about is how you're going to afford replacement. You've spent a lot of time and money choosing household items that give you pleasure and make your life comfortable, and you can protect the actual contents of your household against loss if you carry a homeowners policy with American Family.

## **Why take the time to inventory?**

Taking a room-to-room inventory of your personal property ahead of time is a great way to alleviate the worry of remembering later. Recording the item and its value can also help assure that your claim is handled smoothly when the value of damaged or stolen articles is determined.

Be sure to complete your household inventory as soon as possible and store in a fire-proof safe and/or mail it to your American Family agent for safekeeping. The short time it takes to fill out this inventory of personal property could save you money and headaches if a fire, explosion or other hazard should strike your home.

## **Record the items in each category.**

Enter the items in the appropriate category, noting the quantity, the approximate date of purchase and the purchase price. Remember to check the contents of cupboards and closets. If there are items that do not appear on the list, add these items to the bottom of each chart.

You may want to supplement your inventory with digital photos on disk/CD or traditional photographs. Within each room, we also recommend that you make standard or digital videos that contain close-ups of individual items. Record serial numbers whenever possible.

## **Add up the value of the contents of each chart.**

Enter this figure in the property value blank. Transfer this figure from each chart to the summary chart to determine the total value of your personal property.

## **Do you have enough insurance to cover your losses?**

After you've determined the value of the contents of your house, apartment, condominium or mobile home, you may be surprised at just how much you stand to lose. These values can help you determine whether or not you have adequate coverage for your personal belongings. Additional coverage may be available if the total value of your property exceeds the amount of coverage in your policy.

## **Store the inventory in a safe place.**

Once you've completed the inventory, be sure to store it in a safe place such as a safe deposit box or a fireproof container. In addition, make a copy for your agent's file. This information will help your agent process your claim as quickly as possible.

## **In the event of a loss, please take the following action:**

1. Notify your agent of the loss immediately or call the 24 hour, nationwide Customer Call Center at 1-800-374-1111 to ensure efficient filing of the claim.
2. Prepare an inventory of the damaged or stolen articles for your agent.
3. List the current value of each item and the total amount of the loss.
4. Protect your property immediately against further damage or theft.
5. Do not discard or destroy damaged items until your adjuster advises you that it is acceptable to do so.

## **Ask your agent about additional property coverage:**

- Personal Property Replacement Coverage
- Earthquake and Volcanic Eruption Coverage
- Extended Coverage on Jewelry, Watches and Furs
- Special Coverage for Boats, Motors and Boating Equipment
- Scheduled Coverage for Specific Valuables



# BEDROOM(S)



ITEM	TOTAL QTY.	BEDROOM 1		BEDROOM 2		BEDROOM 3		BEDROOM 4	
		DATE PURCHASED	PURCHASE PRICE	DATE PURCHASED	PURCHASE PRICE	DATE PURCHASED	PURCHASE PRICE	DATE PURCHASED	PURCHASE PRICE
Bed and Headboard									
Box Spring and Mattress									
Chests									
Dressers									
Lamps									
Tables									
Chairs									
Desk and Accessories									
Mirrors									
Curtains, Blinds									
Rugs, Carpets									
Blankets, Quilts									
Linens									
Pictures, Decorations									
		SUBTOTAL		SUBTOTAL		SUBTOTAL		SUBTOTAL	

# BATHROOM(S)



ITEM	QTY.	DATE PURCHASED	PURCHASE PRICE
Shower Curtain			
Bath Mat			
Linens			
Bath Sets			
Medicine/Prescriptions			
Hair Dryer			
Curling Iron			
Razor			
Clothes Hamper			
Curtains, Blinds			
Mirrors			
Scale			
Toiletries			
Pictures, Decorations			
		PROPERTY VALUE	

# AUDIO & VISUAL EQUIPMENT



ITEM	QTY.	DATE PURCHASED	PURCHASE PRICE
Television Sets			
Stereos			
Speakers			
Entertainment Center			
Compact Disc Players			
Video Cassette Recorders			
DVD Players			
Records, Tapes, Discs			
Media Storage Cabinet			
Radios			
Tape Recorders			
Projector, Screen			
Musical Instruments			
Piano, Bench			
Organ, Bench			
Camera Equipment			
Telephone			
Answering Machine			
		PROPERTY VALUE	





# All your protection under one roof®

American Family Insurance offers a variety of insurance products and financial services at competitive rates—plus multiple line discounts may apply. Consider reviewing your coverages and financial needs as your life circumstances change:

- Improved your home or bought a new home?
- Purchased a new vehicle?
- Graduated from school?
- Changed your marital status?
- Welcomed a baby to your family?
- Have a new teenage driver in your family?
- Purchased or received something valuable?
  - Jewelry
  - Motorcycle, boat or snowmobile
  - Computer
  - Started or added to a collection (e.g., coins, stamps, fine art, etc.)
- Started a new business or a new job?
- Thinking about retirement?

Have you reviewed your insurance coverages lately? If not, contact your local agent for a no-obligation personal insurance review. We'll review your current insurance for costly duplications and gaps in coverage.



*All your protection under one roof®*

American Family Mutual Insurance Company and its Subsidiaries

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