

# 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



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# BEDROOM 1

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 with a thin border, intended for attaching receipts or receipt copies. It is positioned to the right of the photo slots.

# BEDROOM 2

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



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A large, light gray rectangular area intended for taping photos. At the top left, there is a white rectangular box with the text "START AT BOTTOM TAPE & LAYER EACH PHOTO". The gray area is slightly offset to the right and bottom, creating a layered effect.

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A large, light gray rectangular area intended for attaching receipts or receipt copies. It is a simple, solid gray rectangle.

# BEDROOM 3 ITEMS

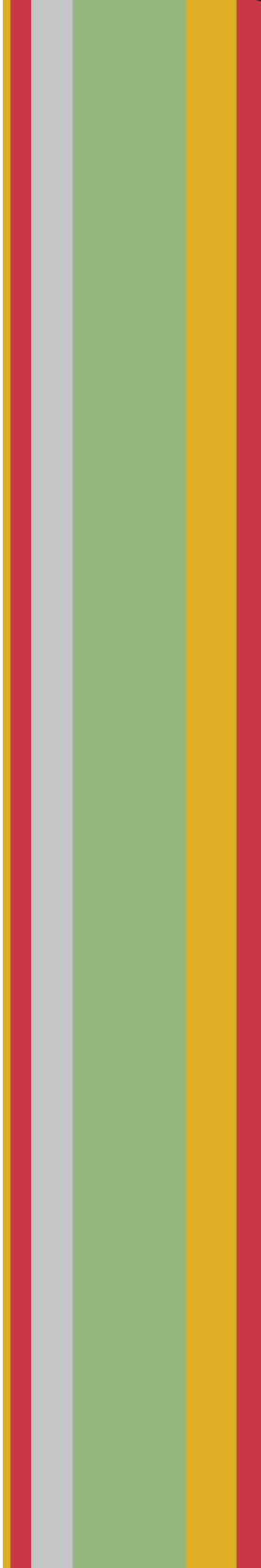
No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimate Present Value



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# BEDROOM 4

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



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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 being smaller and overlapping.

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# KITCHEN

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

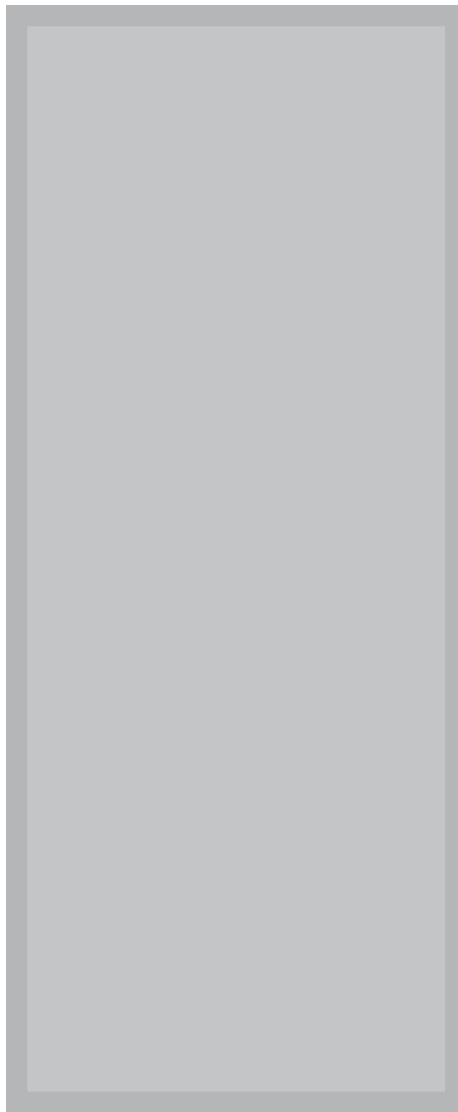


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# FAMILY ROOM/DEN

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



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A vertical stack of ten gray rectangular boxes, representing photo slots. The top box is slightly larger and contains a white text box with the instruction "START AT BOTTOM TAPE & LAYER EACH PHOTO". The boxes are arranged in a slightly staggered, descending order from top to bottom.

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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

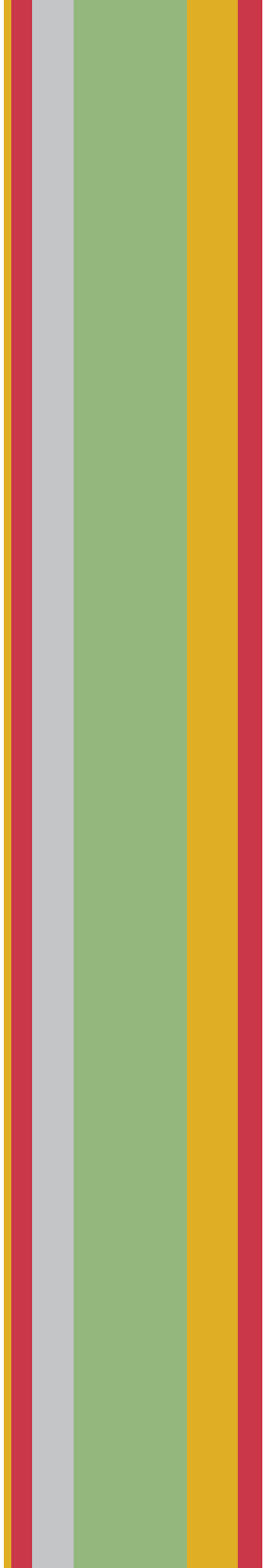


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# ATTIC/BASEMENT/GARAGE

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

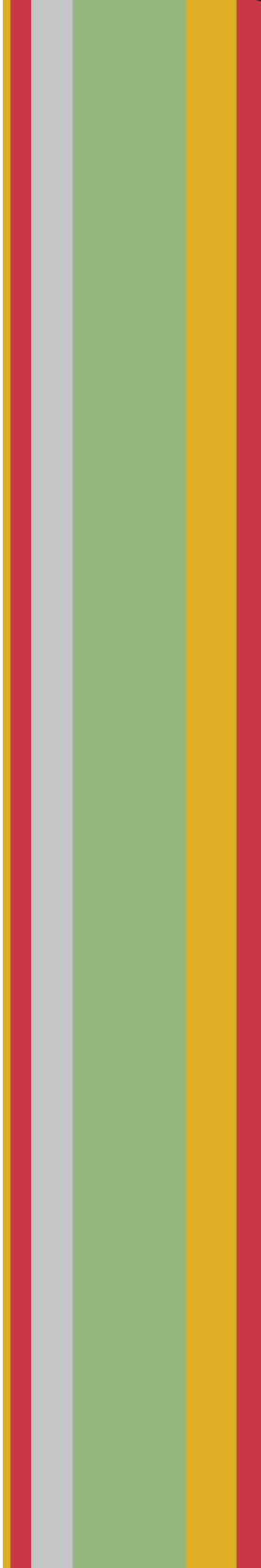


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# MUSICAL INSTRUMENTS

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



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A large, light gray rectangular area representing a space for taping photos. At the top left, there is a small white box with the text "START AT BOTTOM TAPE & LAYER EACH PHOTO". The area is intended for layering multiple photos.

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A large, light gray rectangular area representing a space for attaching receipts or receipt copies.

# SPORTS EQUIPMENT

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# ART/ FINE CARPETS, OTHER VALUABLES

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

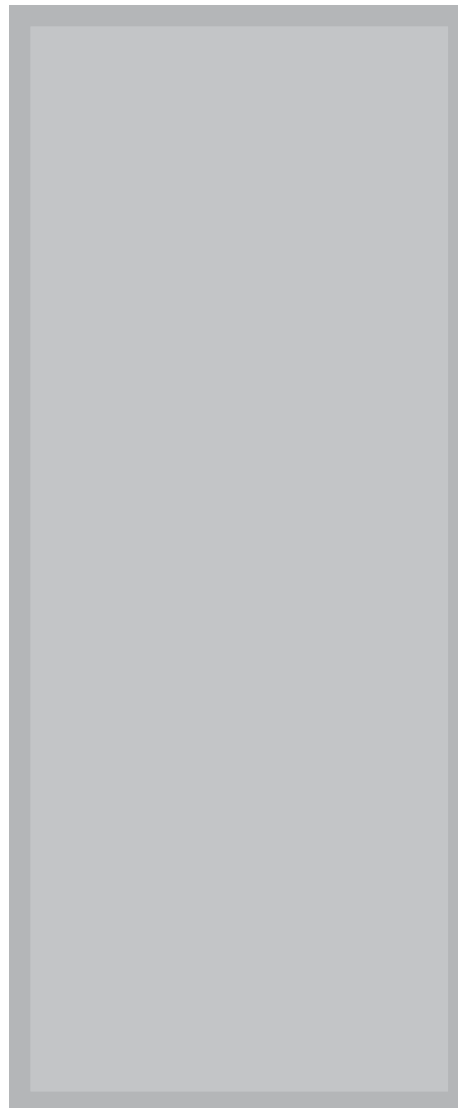


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# INVENTORY SUMMARY

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		
<b>GRAND TOTAL</b>			
<b>Total amount of your present insurance on personal property</b>			

