Village of Swanton Police Department
219 Chestnut Street Swanton, Ohio 43558
(419) 825-5263 Fax: (419) 825-1827
Email: spd@powersupply.net

HOME INVENTORY

SUGGESTIONS AND TIPS FOR COMPLETING YOUR HOME INVENTORY

While there are several things you can do to prevent being the victim of theft or burglary, even the most vigilant will fall prey to the criminal element. That is why it is so important to keep a record of your valuables. By maintaining a household inventory, you not only increase the odds of recovering your stolen property, but you also assist police in apprehending the subjects responsible. Maintaining a current inventory allows you to easily access the necessary information needed to file a police report or an insurance claim. This information also proves valuable if your residence has been impacted by a disaster such as a fire or a flood.

- Focus on recording high end valuables that are most likely to be stolen. (TVs, gaming systems, laptop computers, Ipods/MP3 players,
- DVRs, cameras, jewelry, tools, lawn mowers, snow blowers, bicycles, guns, etc.)
- Use the "remarks" area on the form to note pertinent characteristics of the item which would prove useful in identifying your property. (Item color, unusual markings, etc.)
- Attach receipts of items to the form. Mark the receipt with the corresponding item number listed on the form.
- Make your valuables less attractive to a thief by writing your street address and zip code on them with an engraver or a permanent marker. Don't forget to mark your CDs, DVDs, and video games with a permanent marker.
- Photograph unique possessions such as antiques and jewelry. Attach photos to the inventory form. Mark the photo with the corresponding item number listed on the form.
- In an effort to conduct a thorough inventory, don't forget to inventory items kept in closets, drawers, the attic, the basement, the garage, the shed, and/or automobile trunks.
- Keep two copies of your inventory list and receipts. (Hidden in your home, a safe deposit box, your workplace, with a trusted friend or family member, etc.)

Note: This form is available online at http://www.villageofswantonohio.us/policedept.html The form is in PDF format and requires that you have Adobe Acrobat installed on your computer. After downloading the form, you may either complete the form on your computer or print it and complete it by hand.

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	Item Description	Make	Model	Serial Number	Purchase Date	Where Purchase	Cost	Check if Photo Attached	Check if Receipt Attached	Remarks
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

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	Item Description	Make	Model	Serial Number	Purchase Date	Where Purchase	Cost	Check if Photo	Check if Receipt Attached	Remarks
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

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21										
22										
23										
24										
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26										
27										
28										
29										
30										

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31										
32										
33										
34										
35										
36										
37										
38										
39										
40										

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41										
42										
43										
44										
45										
46										
47										
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49										
50										