****

**In the Living Room**

Record furniture and note when and where you purchased big-ticket electronic equipment such as televisions and computers.

Be very detailed: State when an item was purchased and what a replacement would cost today.

Group together smaller items, such as DVDs and CDs.

Estimate how much you paid and when you bought them.

Make note of any artwork.

Collect any receipts you may have that prove its worth.

**In the Bedroom**

Start with large or valuable items, like furniture.

Record these pieces individually.

Inventory your clothes, shoes, and handbags.

List (10 pairs of pants, 20 blouses, etc..) Unless your clothes are vintage or designer, you don’t need to list each piece separately.

Don’t forget smaller items, such as bras and socks.

They may seem insignificant, but replacing them can be costly.

Expensive jewelry should be recorded individually.

Appraisal forms for these pieces are crucial and should be kept in your lock box or in your insurance file.

**In the Kitchen**

Start with appliances.

Record the make, model, and serial numbers of your big (dishwasher, refrigerator) and small (coffee maker, toaster) items.

Catalog your dishes, flatware, and stemware.

Estimate how much you paid for them collectively.

**In the Laundry Room, Attic, and Basement**

Check your washer and dryer.

Write down their makes and model numbers.

Record any heirlooms and other valuable items that you may have stored in the basement or attic.

Look for fine china, silverware, crystal, furniture, or anything else of value that you’ve stowedaway.

**In the Garage**

Round up small tools and sports gear.

You can do a general estimate of their worth.

Itemize drills, lawn mowers, and bicycles.

More valuable items should be recorded separately.

**Safeguard Your Inventory**

**Keep your original notebook and pictures in a bank-safe deposit box.**

**Give a copy to your insurance agent to scan into your file.**

**Make additional copies to keep at home.**

**You may want to entrust a family member or friend with an extra copy of your inventory.**

**Update your inventory every time you make a big purchase.**