

## **Personal Property Inventory Checklist Instructions**

*Please complete the form by using the instructions below.*

1. Complete your full name, address, and phone.
2. Enter a full description of the item(s).
  - Brand names, sizes, model numbers where available, serial numbers when applicable, quantity, etc.
  - Generalized grouping is not acceptable; for example:
    - Do Not list like this: “men’s clothing”
    - Do list like this: “men’s shirts, men’s socks, men’s underwear” w/ the quantity attached.
3. Give the name and location of the store or person the item was purchased from. Indicate with an asterisk (\*) if the item was financed.
4. Provide verification of purchase. Acceptable forms of verification include canceled checks, store receipts, owner’s manuals, warranty cards, and family photos.
5. Provide the month and the year of purchase. If you cannot remember the month or year, please give us your best estimate.
6. Provide a “replacement cost,” which is the price to replace the item(s) at today’s price. If the exact item is not available, provide the price of an item of similar type and quality. Do not include sales tax.
7. Once completed, take a photo of the checklist and save the image to a cloud file or online folder.
8. Keep a hard copy of the checklist for yourself in a safe place for easy retrieval.
9. Update the form each time you make a new significant purchase and retake the checklist photo.
10. Take photos in each room of your home, opening closet/cupboards, as this too is a good way to document.

