

> Whether you live in an apartment or house, the information you place in your home inventory file can make insurance claim settlements faster and easier. In case of a loss, this record will help you identify lost possessions and their values.

## An inventory record of your property helps make an

 accurate insurance claim, and may belp you in determining whether your personal property is adequately insured.
## Home Inventory Tips

$\square$ List every item of value in your house.
$\square$ Include 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
$\square$ Take photos or video record each room from different angles and distances to establish the value and physical condition of an item.
$\square$ Keep the inventory in a safe location outside of your home, such as a safety deposit box.
$\square$ In addition to a written copy, you may want to create a digital copy and store on disc or cloud service.
$\square$ Review your inventory list with your agent at least once a year to ensure you have adequate coverage

Hopefully, the need for this inventory will never arise. However, if you do experience a loss, you should feel better knowing that you are prepared by having a home inventory ready and easily accessible.

We hope this booklet will guide you in preparing your Inventory Record.

## Name

| Address |  |  |
| :--- | :--- | :--- |
| City | State | Zip |
| Inventory Date | Revised |  |

Revised

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## Living Room

| Item(s) | Date Purchased | Purchase Price | Estimated Present Value |
| :---: | :---: | :---: | :---: |
| CDs/DVDs |  |  |  |
| Chairs |  |  |  |
| Clocks |  |  |  |
| Curtains and Shades |  |  |  |
| Draperies |  |  |  |
| Fireplace Fixtures |  |  |  |
| Lamps |  |  |  |
| Pictures |  |  |  |
| Rugs and Carpets |  |  |  |
| Sofa |  |  |  |
| Television |  |  |  |
| Other: |  |  |  |
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## Kitchen

| Item(s) | Date <br> Purchased | Purchase <br> Price | Estimated <br> Present Value |
| :--- | :--- | :--- | :--- |
| Cabinets |  |  |  |
| Chairs and Stools |  |  |  |
| Crockery |  |  |  |
| Cutlery |  |  |  |
| Disposal |  |  |  |
| Electrical Appliances |  |  |  |
| - Blender |  |  |  |
| - Can Opener |  |  |  |
| - Coffee-Makers |  |  |  |
| - Cookers |  |  |  |
| - Grill |  |  |  |
| - Frying Pan |  |  |  |
| - Food Mixer |  |  |  |
| - Roaster |  |  |  |
| - Toaster/Convection Oven |  |  |  |
| - Microwave |  |  |  |
|  |  |  |  |
| Exhaust Fan |  |  |  |
| Foods and Supplies |  |  |  |
| Refrigerator |  |  |  |
| Stove |  |  |  |
| Table |  |  |  |
| Utensils |  |  |  |
| Vacuum Cleaner |  |  |  |
| Other: |  |  |  |
|  |  |  |  |

Homeowners Household Inventory Record

## Dining Room

| Item(s) | Date Purchased | Purchase Price | Estimated Present Value |
| :---: | :---: | :---: | :---: |
| Buffet |  |  |  |
| Cabinets |  |  |  |
| Chairs |  |  |  |
| Curtains and Shades |  |  |  |
| Draperies/Tapestries |  |  |  |
| Lamps |  |  |  |
| Pictures |  |  |  |
| Rugs and Carpets |  |  |  |
| Service Tables |  |  |  |
| Table Linens |  |  |  |
| Tables |  |  |  |
| Other: |  |  |  |
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Bedroom(s)

| Item(s) | Date Purchased | Purchase Price | Estimated Present Value |
| :---: | :---: | :---: | :---: |
| Beds |  |  |  |
| Bureaus |  |  |  |
| Carpets and Rugs |  |  |  |
| Cosmetics |  |  |  |
| Clocks/Radio |  |  |  |
| Clothing |  |  |  |
| Curtains and Shades |  |  |  |
| Dressers |  |  |  |
| Dressing Tables |  |  |  |
| Electrical Appliances |  |  |  |
| Lamps |  |  |  |
| Mattresses |  |  |  |
| Mirrors |  |  |  |
| Night Stands |  |  |  |
| Pictures |  |  |  |
| Television |  |  |  |
| Other: |  |  |  |
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## Home Office, Den

| Item(s) | Date <br> Purchased | Purchase <br> Price | Estimated <br> Present Value |
| :--- | :--- | :--- | :--- |
| Bookcases/Books |  |  |  |
| Cabinets |  |  |  |
| Chairs |  |  |  |
| Computer/Computer Equip. |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Desks |  |  |  |
| Desk Sets |  |  |  |
| Lamps |  |  |  |
| Radio |  |  |  |
| Rugs and Carpets |  |  |  |
| Sofas |  |  |  |
| Tables |  |  |  |
| Other: |  |  |  |

## Recreation or Family Room

| Item(s) | Date <br> Purchased | Purchase <br> Price | Estimated <br> Present Value |
| :--- | :--- | :--- | :--- |
| Audio and Video Equipment |  |  |  |
| Curtains and Shades |  |  |  |
| Fireplace Fixtures |  |  |  |
| Lamps |  |  |  |
| Rugs and Carpets |  |  |  |
| Couches |  |  |  |
| Tables |  |  |  |
| Other: |  |  |  |

None
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Basement, Garage, Patio

| Item(s) | Date <br> Purchased | Purchase <br> Price | Estimated <br> Present Value |
| :--- | :--- | :--- | :--- |
| Automobile Tools |  |  |  |
| Auto Accessories |  |  |  |
| BBQ Equipment/0utdoor Grill |  |  |  |
| Food Freezer |  |  |  |
| Furniture Stored |  |  |  |
| Garden and Lawn Tools |  |  |  |
| Hand Tools |  |  |  |
| Paints and Brushes |  |  |  |
| Freezer Contents |  |  |  |
| Patio or Porch Furniture |  |  |  |
| Power Mower |  |  |  |
| Power Tools |  |  |  |
| Water Heater |  |  |  |
| Other: |  |  |  |

## Should something happen

Even careful homeowners can experience a loss. If damage occurs to your property:
$\square$ Remain calm.
$\square$ Secure the property or area where the damage occurred.
$\square$ Use your inventory to make a list of damaged items.
$\square$ Contact your agent or Penn National Insurance.
Contact the police if a crime is involved or an injury occurs that you could be held accountable for.

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