

PERSONAL PROPERTY INVENTORY

WHY COMPLETE A PERSONAL PROPERTY INVENTORY?

In the event of a claim it can be difficult to remember what possessions you have and the value of each item. Completing an Inventory will also help you to determine whether the amount of insurance you carry on your possessions is adequate.

Tips For Completing

Move from room to room completing the Inventory form as you go. It may also be helpful to use a video camera or camera to capture the details of your items. Include descriptions (manufacturer and model number) and serial numbers if applicable. Using store catalogues or online shopping sites determine the replacement value of each item. Total each category then transfer each total to the Summary of Values section to determine the Grand Total amount. The Grand Total amount will help you determine whether the amount of insurance you carry on your possessions is adequate.

One of our Trusted Advisors would be happy to go over your coverage with you. Also ask about insuring valuable jewelry, silverware, furs, coins, stamp and coin collections, bicycles and art work as Scheduled items.

IMPORTANT

Now that you have invested your time and effort in completing your inventory form it would be a shame for it to be destroyed in the event of a fire. For this reason we suggest it be stored off site, in a safety deposit box for example. We also suggest that this inventory be updated periodically, perhaps before your insurance policy renewal each year.

It may also be helpful to make photocopies of important documents and store these along with your inventory. Some Examples of these may be, Land Title, Birth Certificates, passports, Will, Drivers License Numbers, and Bank Account numbers.

INSURANCE POLICIES

Type of Insurance	Policy Number	Expiry

CREDIT CARDS

Credit Card Type	Credit Card Number	Expiry Date

