

Instructions: Use this digital form to make a record of your belongings in up to 10 rooms. To begin, you'll need to create a copy of the "My Home Inventory" files on your hard drive, laptop or PC. To do this, use your software's "Save As" command and give the file a name (for example "My Household Inventory"). If your home has more than 10 rooms, save a second copy of the file as "My Household Inventory 2". Then, start entering your own information by clicking on a shaded area and typing. You can type right over any shaded text that's already there.

This form allows you to change or update any information that you enter. You can also use the Tab key to move quickly from one item or column to the next.

After you've completed your inventory, be sure to save it before closing the file and print a copy to keep at a secure, offsite location. You may wish to burn a copy to a flash drive. Keep it with you in your purse, on your keychain, in your car glove box or some other location other than your house.



This program and CD are courtesy of the Nevada State Fire Marshal Division in cooperation with University of Nevada Cooperative Extension. The content is adapted from the "Legally Secure Your Financial Future: Organize, Communicate, Prepare" program and the original document written by Joyce E. Jones, Ph.D., formerly Kansas State University professor and Extension Family Economics Specialist.

Household Inventory

University of Nevada Cooperative Extension

Locations

In this section, list information about where you keep backup copies of your household inventory documents and supporting information such as videos or CDs.

Home computer user name: Enter your information by typing over the shaded text.

Home computer password:

Electronic file name: Enter the name of this document.

Offsite hard copy location: Identify the location of a second copy of your household inventory.

Video or CD location: Identify the location of videotape(s) or other electronic copies of your household inventory.



Household Inventory Checklist

The following checklist may help you make a complete inventory of each room. Instructions: Click on the box next to an item to mark it with an X. You can add additional items on the next page.

For Every Room:	Family Room, Den, or Office:	Each Bathroom:
Furniture	Computer	Linens and supplies
Floor coverings	Entertainment equipment	Personal electric appliances
Window treatments	Bar and bar accessories	Clothing for All Family Members
Accessories and lighting fixtures	Desk equipment and accessories	
Living Room:	Recreational equipment	
Fireplace equipment	Dining Room:	Other Special Items:
Accessories and fine arts	Tableware	Books
Entertainment equipment	Linens	Works of art
Kitchen and Utility:	Dishes and glasses	Phonograph records, tapes, CDs
Major appliances	Silverware	Jewelry
Large equipment	Hallway and Linen Closet	Antiques
Portable electric equipment	Linens	
Food preparation equipment	Extra pillows and quilts	Photographic equipment
Baking equipment	Each Bedroom:	
Top-of-stove equipment	Linens	Garage, Cellar, Workroom, Auxiliary
Cleaning equipment	Personal electric appliances	Buildings
Laundry equipment	Jewelry	
Flatware and glassware	Electronic and computer equipment	
Supplies		

Miscellaneous:	Anything Else:	
Baby/children's equipment/furniture	Sample: Antiques	
Health care equipment		□
Exercise equipment		
Luggage		
Office equipment		
Recreational, hobby, leisure equipment		
Sewing equipment and supplies		
Outdoor/patio equipment/furniture		
🗌 Lawn/garden equipment		_
Workshop equipment		
Heating/cooling equipment		
Musical instruments		
Play equipment		
Guns, hunting and fishing equipment		
Water treatment equipment		
Camping and boating equipment		

Room: Living Room

Page: _____

Date completed/updated: _____

ltem*	Date Purchased	Purchase Price	Current Cash Value	Repair/Alteration and Cost
Sample: TV set, Sony model ###, serial number,	12/20/2004	\$450	\$300	None.
condition (type over this entry to change it)				
	mmmmm	mmmm	ddddddd ddd	lidididididiidiidid liiiididi

Room _____

Page _____

Date completed/updated _____

ltem*	Date Purchased	Purchase Price	Current Cash Value	Repair/Alteration and Cost

Room

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Date Purchased	Purchase Price	Current Cash Value	Repair/Alteration and Cost

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Date Purchased		Repair/Alteration and Cost
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ltem*	Date purchased	Purchase price	Current Cash Value	Repair/Alteration and Cost

Room _____

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Date Purchased		Repair/Alteration and Cost
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Date completed/updated _____

ltem*	Date Purchased	Purchase Price	Current Cash Value	Repair/Alteration and Cost

Room

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Date completed/updated _____

ltem*	Date Purchased	Purchase Price	Current Cash Value	Repair/Alteration and Cost

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