

Personal Property Inventory

Our policy is performance.™



The Hanover Insurance Company
440 Lincoln Street, Worcester, MA 01653
Citizens Insurance Company of America
645 West Grand River Avenue, Howell, MI 48843

www.Hanover.com



*Personal property inventory
in the residence of:*

Name _____

Address _____

City _____

State _____ Zip _____

Telephone _____

Date _____

Revised _____

Everyone needs a personal property inventory

Each year thousands of homeowners suffer losses from fires, burglaries, and from other unforeseen causes. No one expects it to happen to them, but such events do occur daily. That's one of the main reasons you have purchased homeowners insurance.

However, after a loss, few people can accurately remember all the items they have accumulated over the years. Incomplete records can cost you dollars and can impair our ability to settle your claim quickly and efficiently.

That's why we have prepared this household inventory booklet. It's a handy way to record the information you might need in an organized manner. This detailed room-by-room inventory can also:

- Accurately determine the value of your belongings so that you will have a better idea of how much insurance protection you need
- Allow you to determine exactly what was lost
- Help you to report a loss to the IRS (to verify losses for income tax deductions) and to us

Filling out this booklet will allow you to get the greatest possible benefit from your insurance protection. *Please do it today!*



Make an inventory today

Don't put off making your own inventory until it's too late. Do it now. Go through each room and list the major items in each room (use additional sheets of paper if necessary). Whenever possible consult receipts for the value. Be sure to list the serial numbers of any electronic items (not just TVs, but major items such as refrigerators too).

Next, take photographs or videotape each room. Stand in the center of each room and take one photo of each wall or scan each room with the video recorder. Label the photos or tapes and date them. It's a good idea to open closet and cabinet doors when taking the photos or videotaping.

Place the completed inventory and the photographs, negatives or tapes in a safe place away from your home. We suggest storing them in a safe deposit box. Finally, update your inventory once a year. Add everything significant you bought or received as gifts during the year. Remember to take photographs or videotape these new items and to cross off any items you no longer own.

What to do in the event of a loss

File your claim immediately. Protect your property from further loss. Make a list of lost or damaged property using this booklet as a guide. Check your list of items against those in the booklet and in the photographs or videotape to be sure your list is complete.

Now, replace your contents after a loss

As you may know, traditional homeowners policies will pay you the "actual cash value" for lost or damaged possessions. That's the cost to replace the item at today's costs, less an amount for depreciation (age and use). This applies to everything, including clothing.

An option in homeowners coverage can provide "replacement cost" coverage. With it, you could replace most types of destroyed or stolen items without any deduction for depreciation. (There are certain conditions.)

Your home is more than a place to live in—it's probably one of the largest investments you will ever make. That type of investment deserves only the best insurance protection, so complete this inventory today, and you'll get a head start in protecting your personal property.

