



CITY OF CLEVELAND
Mayor Frank G. Jackson

Property Inventory List Instructions

City of Cleveland
Division of Police
Bureau of Community Policing
2001 Payne Ave.
Cleveland, Ohio 44114

Phone: 216.664.623.5080 • Office Hours: 8 am to 5 pm Weekdays • Emergency: Dial 911

Description: *Keep a listing of your home contents for insurance purposes. This template tracks item details, purchase cost, current value, and photos.*

Tips for Creating Your Inventory:

- **Claim Tips:** As part of the recovery process, your insurance company requires a highly detailed list of all personal items lost. Your insurance company may provide an optional format for inventory, so check with your adjuster on exactly what details they require. Provide as much detail as possible and include as many items as you can. *All your personal property, regardless of how small the item, has value.* If you do file a claim, don't throw anything away until your adjuster advises you to do so.
- **Take Time for Accuracy:** Make your inventory list room by room and take your time. For proper reimbursement, your list should include everything from furniture and appliances, to the stamps in your "junk drawer". The Property Inventory list provided below can help you think about each room, closet and drawer and remind you of items you may have had in each room prior to an incident.
- **Use Electronic Devices:** It's a good idea to supplement your completed inventory with digital or printed photographs. If possible, take pictures or video tape each room's contents before you begin your written inventory so you can document the quality, size, and appearance. Include the inside of cabinets, closets, and drawers. Use a tape recorder to dictate your inventory. This allows you to replay the recording and work off-site.
- **Know What it's Worth:** When completing your list, include item replacement values plus applicable state sales tax, storage fees, and delivery charges.

The Printable Property Inventory List will help you to:

- List all your personal possessions in one convenient place.
- Organize your belongings room-by-room.
- Catalog, document, photograph, and describe valuable serial numbers, models, and receipts.
- Prove ownership of items if an insurance claim is required.
- Jar your memory when all seems lost.
- Strengthen and establish an insurance claim in case of fire, robbery, or a natural disaster.
- Determine how much insurance coverage is needed.
- Get enough insurance coverage by totaling the cost of all your belongings

Reasons to store your home inventory list off site: Do not keep your home inventory list at home.

What use is a home inventory list if it burns in a house blaze or gets whisked away in a whirling twister? So be sure to keep your notebook, video, or digital back up on CD and place it in a safe deposit box.

Should renters have a home inventory? Students? YES! Renters should always have lists to provide insurance providers. For students, when the time comes to make an insurance claim, knowing how many CD's you own or what your wardrobe is worth is very beneficial.

Update and repeat!

Be sure to update your inventory with each big purchase. Don't let it get out of date. A home inventory is a very valuable tool in times of theft or natural disaster. A listing of all your belongings can really help when dealing with the unpleasant task of making an insurance claim

