



# Preparation, prevention, protection

## Key words to keep in mind

Your home is filled with possessions. Would you be able to remember what was lost or stolen in the event of a fire or theft? Would you have enough insurance to replace everything?

This inventory worksheet will assist you in listing your personal property. By completing this inventory, you have a written record of your possessions, which will help both you and your adjuster in the event of a claim. As well, by reviewing this list with your SGI CANADA broker, you can ensure you have adequate coverage on your property.

These hints may help you complete this form:

- Take one room or area at a time and list everything.
- Record each item, along with its original purchase price, the date of purchase and today’s purchase price.
- If you are unsure of its exact purchase price, provide an estimate.
- With items such as clothes and linens, it may be difficult to remember the exact purchase price of articles. We suggest you take an average cost for one article and multiply it by the number of articles you own.
- Keep your inventory list current.
- Keep your receipts and any appraisals in a safe place along with this worksheet. These are essential at the time of a claim to show proof of ownership.
- Use this worksheet to record the make, model and serial numbers of items such as cameras, TVs, DVD players, PVRs, personal computers, audio equipment, bicycles and other valuable items that are attractive to thieves.
- Record your credit and/or debit card numbers on this worksheet, along with contact information for the financial institutions that issued the cards.
- Take photographs of or videotape the inside of your home to augment your list and to provide additional documentation in the event of a claim. Keep your photos or videos in a safe place along with this worksheet.

- Contact your SGI CANADA broker to discuss additional coverage for valuable or specialty items such as furs, jewellery, fine art and stamp and/or coin collections. Your insurance policy may limit coverage for such items. Also, as personal property may appreciate or depreciate, it’s important to review your protection on a regular basis. Your SGI CANADA broker can suggest where you should consider amending your coverage.
- Don’t forget to review other property you own such as a seasonal dwelling or recreational vehicles. Your SGI CANADA broker can provide advice on appropriate coverage.

Preparation is key to minimizing the effects of a loss or a disaster. Taking time to review your insurance regularly and maintaining a current personal inventory is important. Prevention is also vital and knowing what to do in particular situations can reduce your loss, save time and ease the claim process. Your SGI CANADA broker can provide additional information on the prevention of theft and other types of losses.

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Policy No. \_\_\_\_\_

Broker \_\_\_\_\_

Broker phone No. \_\_\_\_\_

LIVING ROOM	Original Purchase Price	Year of Purchase	Today's Purchase Price
___ Sofa	\$ _____	_____	\$ _____
___ Chairs	\$ _____	_____	\$ _____
___ Tables	\$ _____	_____	\$ _____
___ Lamps	\$ _____	_____	\$ _____
___ Pictures/Paintings	\$ _____	_____	\$ _____
___ Bookshelves/Books	\$ _____	_____	\$ _____
___ TV/Radio/VCR/PVR/ DVD player	\$ _____	_____	\$ _____
___ Stereo/Electronics	\$ _____	_____	\$ _____
___ TV/Stereo stands	\$ _____	_____	\$ _____
___ Videotapes/DVDs/CDs	\$ _____	_____	\$ _____
___ Clocks	\$ _____	_____	\$ _____
___ Mirrors	\$ _____	_____	\$ _____
___ Rugs	\$ _____	_____	\$ _____
___ Piano/Organ/ Musical instruments	\$ _____	_____	\$ _____
___ Drapes/Blinds	\$ _____	_____	\$ _____
___ Plants/Plant stands	\$ _____	_____	\$ _____
___ Miscellaneous	\$ _____	_____	\$ _____
___ _____	\$ _____	_____	\$ _____
___ _____	\$ _____	_____	\$ _____
<b>Total</b> \$ _____		\$ _____	

KITCHEN AND DINING ROOM	Original Purchase Price	Year of Purchase	Today's Purchase Price
___ Buffet/China cabinet	\$ _____	_____	\$ _____
___ Chairs	\$ _____	_____	\$ _____
___ Tables	\$ _____	_____	\$ _____
___ Lamps	\$ _____	_____	\$ _____
___ Rugs/Drapes/Blinds	\$ _____	_____	\$ _____
___ Clocks	\$ _____	_____	\$ _____
___ Pictures/Paintings	\$ _____	_____	\$ _____
___ Stove	\$ _____	_____	\$ _____
___ Refrigerator	\$ _____	_____	\$ _____
___ Freezer	\$ _____	_____	\$ _____
___ Dishwasher	\$ _____	_____	\$ _____
___ Microwave	\$ _____	_____	\$ _____
___ Appliances	\$ _____	_____	\$ _____
___ Cutlery/Dishes	\$ _____	_____	\$ _____
___ Cookware	\$ _____	_____	\$ _____
___ Foods/Liquors	\$ _____	_____	\$ _____
___ Linen	\$ _____	_____	\$ _____
___ Plants/Plant stands	\$ _____	_____	\$ _____
___ Miscellaneous	\$ _____	_____	\$ _____
___ _____	\$ _____	_____	\$ _____
<b>Total</b>	\$ _____		\$ _____

BEDROOMS (combined values)	Original Purchase Price	Year of Purchase	Today's Purchase Price
___ Beds	\$ _____	_____	\$ _____
___ Chairs	\$ _____	_____	\$ _____
___ Lamps	\$ _____	_____	\$ _____
___ Rugs/Drapes/Blinds	\$ _____	_____	\$ _____
___ Pictures/Paintings	\$ _____	_____	\$ _____
___ Dressers/Chests	\$ _____	_____	\$ _____
___ TV/Radio/VCR/PVR/ DVD player	\$ _____	_____	\$ _____
___ Stereo	\$ _____	_____	\$ _____
___ Clock radio/Clocks	\$ _____	_____	\$ _____
___ Mirrors	\$ _____	_____	\$ _____
___ Games/Electronic games/Toys	\$ _____	_____	\$ _____
___ Plants/Plant stands	\$ _____	_____	\$ _____
___ Telephones/Cellphones	\$ _____	_____	\$ _____
___ Miscellaneous	\$ _____	_____	\$ _____
<b>Total</b>	\$ _____		\$ _____

FAMILY ROOM AND OFFICE (upper and/or lower levels)	Original Purchase Price	Year of Purchase	Today's Purchase Price
___ Sofas	\$ _____	_____	\$ _____
___ Chairs	\$ _____	_____	\$ _____
___ Tables	\$ _____	_____	\$ _____
___ Lamps	\$ _____	_____	\$ _____
___ Rugs/Drapes/Blinds	\$ _____	_____	\$ _____
___ Pictures/Paintings	\$ _____	_____	\$ _____
___ Desks	\$ _____	_____	\$ _____
___ Videotapes/ DVDs/CDs	\$ _____	_____	\$ _____
___ Computer/Laptop/ Equipment	\$ _____	_____	\$ _____
___ Bar and accessories/ Liquor	\$ _____	_____	\$ _____
___ Sewing machine	\$ _____	_____	\$ _____
___ Hobby/Sports/Exercise equipment	\$ _____	_____	\$ _____
___ Bookshelves/Books	\$ _____	_____	\$ _____
___ Games/Electronic games/Toys	\$ _____	_____	\$ _____
___ TV/Radio/VCR/PVR/ DVD player	\$ _____	_____	\$ _____
___ Stereo	\$ _____	_____	\$ _____
___ TV/Stereo stands	\$ _____	_____	\$ _____
___ Plants/Plant stands	\$ _____	_____	\$ _____
___ Miscellaneous	\$ _____	_____	\$ _____
<b>Total</b>	\$ _____		\$ _____

HALL, LINEN AND BROOM CLOSETS (combined values)	Original Purchase Price	Year of Purchase	Today's Purchase Price
___ Rugs	\$ _____	_____	\$ _____
___ Shelves	\$ _____	_____	\$ _____
___ Vacuum/Sweeper	\$ _____	_____	\$ _____
___ Brooms/Mops	\$ _____	_____	\$ _____
___ Cleaning supplies	\$ _____	_____	\$ _____
___ Toys/Games	\$ _____	_____	\$ _____
<b>LINENS</b>			
___ Towels	\$ _____	_____	\$ _____
___ Blankets/Quilts	\$ _____	_____	\$ _____
___ Tablecloths/Placemats	\$ _____	_____	\$ _____
___ Dishcloths/Towels	\$ _____	_____	\$ _____
___ Sheets/Pillowcases	\$ _____	_____	\$ _____
___ Miscellaneous	\$ _____	_____	\$ _____
___ _____	\$ _____	_____	\$ _____
___ _____	\$ _____	_____	\$ _____
___ _____	\$ _____	_____	\$ _____
___ _____	\$ _____	_____	\$ _____
___ _____	\$ _____	_____	\$ _____
___ _____	\$ _____	_____	\$ _____
___ _____	\$ _____	_____	\$ _____
<b>Total</b>	\$ _____		\$ _____

BATHROOMS	Original Purchase Price	Year of Purchase	Today's Purchase Price
___ Rugs/Drapes/Blinds	\$ _____	_____	\$ _____
___ Mirrors	\$ _____	_____	\$ _____
___ Clothes hamper/Chest	\$ _____	_____	\$ _____
___ Shavers	\$ _____	_____	\$ _____
___ Hair dryers	\$ _____	_____	\$ _____
___ Curling irons/ Straighteners	\$ _____	_____	\$ _____
___ Medicine	\$ _____	_____	\$ _____
___ Toiletries	\$ _____	_____	\$ _____
___ Cosmetics	\$ _____	_____	\$ _____
___ Bathroom items	\$ _____	_____	\$ _____
___ Miscellaneous	\$ _____	_____	\$ _____
___ _____	\$ _____	_____	\$ _____
___ _____	\$ _____	_____	\$ _____
___ _____	\$ _____	_____	\$ _____
___ _____	\$ _____	_____	\$ _____
___ _____	\$ _____	_____	\$ _____
___ _____	\$ _____	_____	\$ _____
___ _____	\$ _____	_____	\$ _____
<b>Total</b>	\$ _____		\$ _____