

PERSONAL PROPERTY INVENTORY

NAME _____
 ADDRESS _____

DINING AREA	No.	Original	Present	Remarks
		Cost	Value	
Buffet, credenza				
Carpets, rugs				
China cabinet, hutch				
Clocks				
Coffee Table				
Coffee Table				
Curtains				
Décor				
Desk accessories				
Desks				
Desks				
Draperies				
Fireside Fixtures				
Lamps				
Lounge Chairs				
Mirrors				
Occasional charis				
Pictures				
Pillows				
Planters				
Room dividers				
Serving Tables				
Slip Covers				
Snak bar stools				
Sofas/Sectionals				
Straight Chairs				
Studio Couches				
Table accessories				
Tables				
TV Tables				
Wall Hangings				
TOTAL				



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JEWELRY	No.	Original	Present	DESCRIPTION
		Cost	Value	
Bracelets				
Earrings				
Necklaces, chokers				
Pendants				
Pins, Brooches				
Rings				
Watches				
TOTALS				
FURS	No.	Original	Present	DESCRIPTION
		Cost	Value	
Capes				
Coats				
Jackets				
Scarves				
Stoles				
TOTAL				
FINE ARTS	No.	Original	Present	DESCRIPTION
		Cost	Value	
Etchings				
Figurines				
Other Art				
Paintings				
Statuary				
TOTAL				



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CHINA, LINENS	No.	Original Cost	Present Value	DESCRIPTION
China, Dinnerware				
China Bowls				
Breakfast Sets				
Luncheon Sets				
Table Cloths				
Napkins				
Placemats				
TOTALS				
CRYSTAL	No.	Original Cost	Present Value	DESCRIPTION
Goblets				
Glasses, tumblers				
Sherbet, parfait				
Punch bowl set				
Cocktail glasses				
Liqueur glasses				
Pitchers				
Decanters				
Bowls, vases				
Dishes				
TOTAL				
SILVER	No.	Original Cost	Present Value	DESCRIPTION
Place settings				
Serving pieces				
Platters, trays				
Dishes, bowls				
Chafing dishes				
Tea service				
Pitchers				
Candleholders				
Other pieces				
TOTAL				



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RECREATION	No.	Original	Present	DESCRIPTION
		Cost	Value	
CD Players				
CD/Cassettes				
DVD Players				
DVD's				
Musical Instruments				
Organs				
Pianos				
Radios				
Stereo				
Tape Recorders				
Televisions Sets				
VCR				
Video's				
Walkman				
TOTALS				
LEISURE	No.	Original	Present	DESCRIPTION
		Cost	Value	
Archery sets				
Art supplies				
Bicycles				
Billard tables				
Boats, Motors				
Bowling equipment				
Camera Equipment				
Camping Equipment				
Card tables				
Chairs				
Coin collections				
Fishing Tackle				
Games				
Golf Clubs				
Guns, Firearms				
Hand tools				
Ice Skates				
Ping pong table				
Playground equipment				
Power Tools				
Ski equipment				
Stamp collections				
Tennis equipment				
Toys				
Other Equipment				



TOTAL				

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KITCHEN	No.	Original Cost	Present Value	DESCRIPTION
Clocks				
Cookware				
Crockpot				
Cutlery				
Décor				
Dish washer				
Dishes				
Foods				
Freezer				
Kitchen chairs				
Kitchen table				
Liquors, wines				
Microwave				
Refrigerator				
Stoves				
Utensils				
TOTALS				
UTILITY	No.	Original Cost	Present Value	Description
Cleaning supplies				
Clothes dryer				
Clothes washers				
Floor polishers				
Iron				
Iron board				
Rug shampoos				
Sewing machine				
Vacuum cleaners				
TOTAL				

Appliances on next page.

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YARD	No.	Original	Present	DESCRIPTION
		Cost	Value	
Cooking equipment				
Edgers, trimmers				
Garden equipment				
Garden hose				
Lawn sweepers				
Outdoor furniture				
Pool accessories				
Power mowers				
Snow blowers				
Spreaders				
Sprinklers				
Tillers				
TOTALS				
MISCELLANEOUS	No.	Original	Present	Description
		Cost	Value	
Air conditioners				
Calculators				
Computer/Printers				
De-humidifiers				
Fans, heaters				
Humidifiers				
Typewriters				
TOTAL				
BOOKS	No.	Original	Present	Description
		Cost	Value	
TOTAL				

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SUMMARY OF PERSONAL PROPERTY INVENTORY				
	See Page	Original	Present	Comments
		Cost	Value	
LIVING AREAS				
1				
2				
3				
DINING AREAS				
BEDROOMS				
1				
2				
3				
4				
5				
PERSONAL EFFECTS				
Men's				
Boy's				
Women's				
Girl's				
JEWELRY				
CHINA, LINENS				
CRYSTAL				
FURS				
FINE ART				
SILVER				
RECREATION				
LEISURE				
KITCHEN				
YARD				
UTILITY				
APPLIANCES				
BEDDING				
BATHROOMS				
BOOKS				
MISCELLANEOUS				
TOTALS				

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SUMMARY OF INVENTORY	
Dwelling (Year built)	
Present cost to build (excluding foundation)	
Less _____% depreciation	
Present sound value	
Garage, Other Buildings (Year built)	
Present cost to build (excluding foundation)	
Less _____% depreciation	
Present sound value	
<p>Recommendation: Supplementing the Personal Property Inventory with a photo or video record of room contents, plus bills of sale, receipts and appraisals of items of special value provides documentation to establish losses with the greatest possible accuracy.</p>	