A PRIME INSURANCE RESOURCE

Home Inventory Workbook

A simple, room-by-room record of what you own — fill it in on your computer and the totals add up as you go.

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WHY THIS MATTERS

A little time now saves a lot later

Your home policy can only help replace what you can show you owned. A written inventory — backed by a few photos — turns a stressful claim into a straightforward one, and helps you see whether your coverage still fits your life.

If you ever face a fire, theft, or water damage, you may be asked to list what was lost. Recalling the contents of a whole home from memory is nearly impossible. This workbook gives you that record in advance.

HOW TO USE IT

1. Go room by room. Work through one space at a time. The prompts are reminders — add anything missing, skip what doesn't apply.
2. Fill it in on screen. Type directly into the grey boxes. Each section adds up on its own, and the totals carry to the summary page.
3. Capture the details. Note make, model and serial numbers where you can, plus the purchase date and what it would cost to replace today.
4. Add photos or a video. A short walkthrough video of each room, plus close-ups of valuables and receipts, is the most useful thing to keep alongside this list.
5. Store a copy off-site. Keep it in a cloud drive, with a trusted person, or in a safety deposit box — somewhere it survives if the home doesn't.
6. Keep it current. Update after any major purchase and review it once a year, ideally when your policy renews.

> Good to know: jewellery, fine art, furs, firearms and collections often have special limits under a standard home policy. List them in Section G and review your limits when your policy renews.

BEFORE YOU START

Your home & policy details

Your details

NAME

STREET ADDRESS

Inventory dates

ORIGINAL INVENTORY

REVISED ON

REVISED ON

REVISED ON

REVISED ON

REVISED ON

Home information

YEAR BUILT

APPROX. SQUARE FOOTAGE

PURCHASED ON

PURCHASE PRICE

BUILDER

LOT / LEGAL DESCRIPTION

WHERE THE DEED / TITLE IS KEPT

Insurance & your own appraisals

HOME / PROPERTY INSURER

POLICY NUMBER

EARTHQUAKE COVERAGE

OVERLAND WATER / FLOOD

MORTGAGE LENDER

SCHEDULED ITEMS / RIDERS

SECTION A

Living & family areas

Note make, model and serial numbers where you can — they make replacement far simpler.

Item	Description / make & model	Qty	Purchased	Est. value
Sofas / couches				
Armchairs				
Coffee & side tables				
TV / media unit				
Television(s)				
Sound system / speakers				
Streaming / gaming devices				
Lamps & lighting				
Area rugs				
Curtains, drapes & hardware				
Mirrors				
Wall art / paintings				
Clocks				
Bookcases & books				
Fireplace tools				
Decor & collectibles				
			Section total	

SECTION B

Kitchen & dining

Don't overlook small appliances and everyday china — together they add up quickly.

Item	Description / make & model	Qty	Purchased	Est. value
Refrigerator				
Stove / oven				
Range hood				
Dishwasher				
Microwave				
Small appliances				
Coffee / espresso machine				
Stand mixer / processor				
Cookware & bakeware				
Knives & cutlery				
Dishes & glassware				
Fine china / crystal				
Dining table				
Dining chairs				
Buffet / hutch				
Linens & settings				
			Section total	

SECTION C

Bedrooms

One bedroom per copy of this page. Print an extra copy of this sheet for each additional bedroom.

Item	Description / make & model	Qty	Purchased	Est. value
Bed frame & headboard				
Mattress & box spring				
Bedding & pillows				
Nightstands				
Dressers				
Wardrobe / armoire				
Desk & chair				
Lamps				
Mirrors				
Area rug				
Television				
Men’s clothing				
Women’s clothing				
Children’s clothing				
Shoes & handbags				
Closet contents				
			Section total	

SECTION D

Bathrooms, laundry & hallways

Combine your bathrooms, laundry and hallway contents here. Add rows as needed.

Item	Description / make & model	Qty	Purchased	Est. value
Vanity & cabinet contents				
Mirrors				
Hair dryer / styling tools				
Electric razor / grooming				
Scale				
Towels & linens				
Hamper				
Personal electronics				
Washer				
Dryer				
Iron & ironing board				
Hallway furniture & decor				
			Section total	

SECTION E

Garage, basement, attic & outdoor

Tools, recreation gear and seasonal items are easy to forget and often surprisingly valuable.

Item	Description / make & model	Qty	Purchased	Est. value
Lawn mower				
Snow blower				
Ladders				
BBQ / grill				
Patio & lawn furniture				
Garden tools				
Hand tools				
Power tools				
Workbench				
Bicycles				
Sports & recreation gear				
Camping gear				
Vacuum / floor care				
Secondary freezer				
Storage shelving				
Luggage				
			Section total	

SECTION F

Office, electronics & hobbies

Record serial numbers for electronics. Business equipment kept at home may need its own coverage.

Item	Description / make & model	Qty	Purchased	Est. value
Desktop / laptop computers				
Monitors				
Printer / scanner				
Tablets & e-readers				
Networking gear				
Office furniture				
Cameras & lenses				
Musical instruments				
Exercise equipment				
Hobby & craft equipment				
Business / trade equipment				
Software & media				
			Section total	

SECTION G

High-value items

These items often have special limits under a standard home policy. List them here and keep any receipts or appraisals you already have with this workbook.

Item	Description	Date noted	Est. value
Rings			
Necklaces & bracelets			
Earrings & brooches			
Watches			
Other jewellery			
Fine art & sculpture			
Antiques			
Furs			
Firearms			
Coin / stamp / card collections			
Wine / spirits collection			
Premium musical instruments			
Designer handbags			
Other collectibles			
		Section total	

Tip: if any single item is worth more than a few thousand dollars, it's worth checking whether it should be listed separately on your policy.

WRAP-UP

Summary

Each section adds up on its own page and carries here automatically. Enter your current contents coverage to see the difference at a glance. Coverage should reflect what it would cost to replace your belongings at today's prices.

Area	Total value
Living & family areas	
Kitchen & dining	
Bedrooms	
Bathrooms, laundry & hallways	
Garage, basement, attic & outdoor	
Office, electronics & hobbies	
High-value items	
Total contents value	
Your current contents coverage	
Difference to review	

QUESTIONS ABOUT YOUR COVERAGE?

We're happy to help

Bring this workbook to your next policy review, or call us any time during office hours — a licensed advisor answers directly.
Service in English, Punjabi & Hindi

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Sat 8:30am–6:30pm · Sun & Stat 10am–5:30pm