



Maryland

INSURANCE ADMINISTRATION

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www.insurance.maryland.gov

Personal Property Inventory

Article	Date of Purchase	Price
LIVING ROOM		
Carpet/Rugs	_____	_____
Curtains/Drapes	_____	_____
Sofas	_____	_____
Ottomans	_____	_____
Chairs	_____	_____
Coffee tables	_____	_____
End tables and contents	_____	_____
Television/VCR	_____	_____
Camcorder	_____	_____
Videotapes	_____	_____
Radio/Stereo	_____	_____
Compact Discs/records	_____	_____
Tapes	_____	_____
Bookcases	_____	_____
Books	_____	_____
Musical instruments	_____	_____
Plants/Planters	_____	_____
Mirrors	_____	_____
Collectibles	_____	_____
Other	_____	_____

DINING ROOM

Carpet/Rugs	_____	_____
Curtains/Drapes	_____	_____
Buffet	_____	_____
Tables	_____	_____
Chairs	_____	_____
China Cabinet	_____	_____
China	_____	_____
Silverware	_____	_____
Crystal	_____	_____
Glassware	_____	_____
Clocks	_____	_____
Lamps/Fixtures	_____	_____
Serving Table/Cart	_____	_____
Table Linens	_____	_____
Wall Hangings	_____	_____
Other	_____	_____

BATHROOMS

Clothes Hamper	_____	_____
Curtains	_____	_____
Wall hangings	_____	_____
Dressing table	_____	_____
Toilet Articles	_____	_____
Electrical Appliances	_____	_____
Scale	_____	_____
Shower Curtains	_____	_____
Linens	_____	_____
Rugs	_____	_____
Other	_____	_____

KITCHEN

Table	_____	_____
Chairs	_____	_____
Linens	_____	_____
Curtains	_____	_____
Cabinets	_____	_____

Lighting fixtures	_____	_____
Bowls	_____	_____
Pots/Pans	_____	_____
Utensils	_____	_____
Cutlery	_____	_____
Dishes	_____	_____
Refrigerator	_____	_____
Stove	_____	_____
Dishwasher	_____	_____
Disposal unit	_____	_____
Freezer	_____	_____
Washer	_____	_____
Dryer	_____	_____
Small appliances	_____	_____
Clocks	_____	_____
Radios	_____	_____
Step stool	_____	_____
Television	_____	_____
Microwave	_____	_____
Food/Supplies	_____	_____
Wall hangings	_____	_____
Other	_____	_____

BEDROOMS

Bookcases	_____	_____
Books	_____	_____
Chairs	_____	_____
Carpet/rugs	_____	_____
Curtains/drapes	_____	_____
Beds	_____	_____
Linens	_____	_____
Mattresses	_____	_____
Cedar chests	_____	_____
Desk and contents	_____	_____
Dressers and contents	_____	_____
Dressing table	_____	_____
Night tables	_____	_____

Lamps	_____	_____
Mirrors	_____	_____
Clock	_____	_____
Radios	_____	_____
Sewing Machine	_____	_____
Television/VCR	_____	_____
Toilet Articles	_____	_____
Computer Equipment	_____	_____
Games	_____	_____
Toys	_____	_____
Collectibles	_____	_____
Clothing	_____	_____
Shoes	_____	_____
Wall hangings	_____	_____
Other	_____	_____

ATTIC/BASEMENT/GARAGE

Furniture	_____	_____
Luggage/trunks	_____	_____
Exercise/Sports equipment	_____	_____
Toys	_____	_____
Outdoor games	_____	_____
Ornamental Lawn items	_____	_____
Lawn mower	_____	_____
Shovels	_____	_____
Spreaders	_____	_____
Sprinklers/hoses	_____	_____
Wheelbarrow	_____	_____
Snow blower	_____	_____
Ladders/step stools	_____	_____
Workbench	_____	_____
Carpentry tools/supplies	_____	_____
Canned goods/supplies	_____	_____
Pet supplies	_____	_____
Garden tools	_____	_____
Other	_____	_____

PATIO/PORCH

Chairs	_____	_____
Floor Covering	_____	_____
Outdoor Cooking equipment	_____	_____
Plants/planters	_____	_____
Tables	_____	_____
Umbrella	_____	_____
Other	_____	_____

Videotape:

You can also take a videotape inventory of your property. Or, you can use photographs and a tape recorder. A complete video, or tape recorded, inventory should contain verbal descriptions of major assets as well as their value. Don't forget the garage, attic, basement and the exterior of the house, plus the garden and fencing. Store the video, and/or photographs with this inventory in a safe-deposit box and send a copy to a friend or relative.

Important Documents:

Important documents should be photocopied. Keep one copy in your home and the original, where possible, in a safe-deposit box. Important items include:

- House: Escrow, title, deed, insurance policy
- Personal: Birth certificates, medical history, passports, insurance certificates, credit card numbers, will
- Automobile: Certificates of ownership, finance contracts, registrations, insurance policies and drivers licenses
- Finance: Account numbers for checking and savings accounts, CDs, stocks, bonds, other significant investments
- Tax: Copies of the first two pages of your state and federal returns for the past five years. Complete returns should be kept in a separate file box.

Special Note:

Most policies limit the amount of coverage for theft of valuable items, such as furs, jewelry, stamps, guns, coins, silverware, and other collectibles. If you have particularly valuable items in these categories, you may wish to purchase additional coverage called a "personal articles floater." These types of policies cover each item individually and are usually inexpensive. Talk to your agent about which coverage is best for you.