

## OII TIP GUIDE TO: Taking a Home Inventory

Having an up-to-date home inventory will help you:

- Purchase the right insurance coverage to replace the things you own
- Expedite an insurance claim
- Substantiate losses that are filed on income tax returns

Many insurers provide online tips and web-based programs to assist their customers with the inventory process. Some even provide cloud-based apps for easy accessibility and updating.

Perhaps your preference is to conduct a paper or video inventory of your possessions. Whatever method you choose, these tips will help you capture all that you own.

### HOME INVENTORY TIPS

- **If you are just setting up your apartment or household**, the inventory process may be relatively simple. If you are recently married, include your wedding registries to document new possessions.
- **Update your inventory regularly**, adding new items when you buy them. Scan or add digital copies of receipts with photos of electronics and other items of value.
- **Obtain close-ups of expensive items** such as jewelry, fine art, stamp collections, china, furs, antiques and silver. NOTE: Older items, like artwork, antiques and collectibles may increase in value since their purchase. Some may require appraisals for authentication and value. Be sure to scan or photograph appraisals into your inventory.
- **Don't forget closets, drawers, cabinets, toys and storage tubs.** Inventory items in your basement, garage and outbuildings, too.
- **Store a backup of your inventory off-site** in a safe deposit box (on a memory stick or external hard drive) or in a cloud-based back up. Scan the hard copy of your inventory for safe keeping.
- **Delete items from your inventory when you no longer have them.**
- **Update your inventory every few years**, when you move or when you make a major home improvement.
- **Inventory software, apps and web-based programs allow you to add digital photographs** of your items.

- **You may prefer to back up an inventory with video.** If using video, walk through your house or apartment while taping its contents. Remember to open draws and closets. One advantage of video is that you can narrate as you inventory, including information on the make and model of home electronics and appliances.

#### **GENERAL INVENTORY PROGRAMS & APPS**

- Check with your insurer for additional info, including company-based apps and online programs
- Insurance Information Institute: [Know Your Stuff](#)  
App: [Android](#) or [iPhone](#)
- National Association of Insurance Commissions: [myHOME Scr.APP.book](#)  
App: [Android](#) or [iPhone](#)

#### **ADDITIONAL RESOURCES**

- Ohio Insurance Institute: [Inventory form](#)
- Ohio Department of Insurance: [Home inventory checklist](#)

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