

**Public Service Announcement**  
**Taking a Home Inventory**  
**90 Seconds**

It is impossible to predict when disaster will strike your home. That is why it is very important to keep a list of everything that you own, in case your possessions should be lost or destroyed. The CPCU Society urges you to follow these tips for maintaining a personal inventory of your home.

Keep a detailed list of each room, including a description of each item, date of purchase and cost (with sales slips, if possible).

Supplement a written inventory with photographs. Use a camera that date-stamps, or write the date on the back of each photo.

Consider recording your possessions with a video camera. Let the person who is most familiar with the room describe each item while someone else does the recording.

Pay particular attention to financial records.

Make a list of all your bank accounts, brokerage accounts, insurance policies, etc., noting where the pertinent documents for each are located. Make at least two copies of the inventory. Leave one in a fireproof box and another in a safe-deposit box. If you have a third, give it to someone you trust in another city.

Don't forget to take inventory of your basement, attic, garage, and storage shed. Include all patio furniture and recreational equipment.

Update the inventory every time you redecorate or make a new purchase.

Don't cheat yourself out of what is entitled to you. Keep a detailed inventory, and keep it up-to-date.

The CPCU Society is a community of credentialed insurance professionals who promote excellence through ethical behavior and continuing education. The Society's 26,000 members hold the Chartered Property Casualty Underwriter (CPCU®) designation.