

Living With Fire

My Household Inventory

Instructions: Use this digital form to make a record of your belongings in up to 10 rooms. To begin, you'll need to create a copy of the "My Home Inventory" files on your hard drive, laptop or PC. To do this, use your software's "Save As" command and give the file a name (for example "My Household Inventory"). If your home has more than 10 rooms, save a second copy of the file as "My Household Inventory 2". Then, start entering your own information by clicking on a shaded area and typing. You can type right over any shaded text that's already there.

This form allows you to change or update any information that you enter. You can also use the Tab key to move quickly from one item or column to the next.

After you've completed your inventory, be sure to save it before closing the file and print a copy to keep at a secure, offsite location. You may wish to burn a copy to a flash drive. Keep it with you in your purse, on your keychain, in your car glove box or some other location other than your house.



University of Nevada
Cooperative Extension

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Household Inventory

Locations

In this section, list information about where you keep backup copies of your household inventory documents and supporting information such as videos or CDs.

Home computer user name: Enter your information by typing over the shaded text.

Home computer password:

Electronic file name: Enter the name of this document.

Offsite hard copy location: Identify the location of a second copy of your household inventory.

Video or CD location: Identify the location of videotape(s) or other electronic copies of your household inventory.



Household Inventory Checklist

The following checklist may help you make a complete inventory of each room.

Instructions: Click on the box next to an item to mark it with an X. You can add additional items on the next page.

For Every Room:

- Furniture
- Floor coverings
- Window treatments
- Accessories and lighting fixtures

Living Room:

- Fireplace equipment
- Accessories and fine arts
- Entertainment equipment

Kitchen and Utility:

- Major appliances
- Large equipment
- Portable electric equipment
- Food preparation equipment
- Baking equipment
- Top-of-stove equipment
- Cleaning equipment
- Laundry equipment
- Flatware and glassware
- Supplies

Family Room, Den, or Office:

- Computer
- Entertainment equipment
- Bar and bar accessories
- Desk equipment and accessories
- Recreational equipment

Dining Room:

- Tableware
- Linens
- Dishes and glasses
- Silverware

Hallway and Linen Closet

- Linens
- Extra pillows and quilts

Each Bedroom:

- Linens
- Personal electric appliances
- Jewelry
- Electronic and computer equipment

Each Bathroom:

- Linens and supplies
- Personal electric appliances

Clothing for All Family Members

Other Special Items:

- Books
- Works of art
- Phonograph records, tapes, CDs
- Jewelry
- Antiques
- Collections
- Photographic equipment

Garage, Cellar, Workroom, Auxiliary Buildings

