



Home Inventory Documentation

Phone: (800) 283-3531

Claims Direct Reporting: (800) 290-6361

This Home Inventory Documentation guide is designed to help you compile an accurate and current inventory of your possessions. We hope you never need this document. However, it could prove invaluable in the event of an insurance claim.

When documenting inventory, do not include vehicles, animals, or items covered by other policies. This documentation should then be stored in a safe location outside of your home (i.e. safety deposit box, etc.).



Documentation tips:

- List all items of value in your house.
- Update the inventory continuously as you acquire/replace items.
- Keep all receipts with this documentation.
- Color photos/videos are a helpful addition to this documentation.
- If possible, include a family member in the photo/video to verify ownership.
- Take pictures of open drawers/doors to show contents.

For specific information regarding your homeowners insurance coverage, contact your independent insurance agent. They are your best resource for insurance needs and will help determine if you have adequate coverage.

In the event you need to report a claim, you may do so using any of the following:

- Call Mutual Benefit Group's Direct Reporting Line at (800) 290-6361, 24-hours a day, seven days a week.
- Call your independent insurance agent.

Remember to take necessary steps to prevent any further damage to your property once a loss has occurred.

This documentation form is not an insurance policy and has only been provided as a convenience. You are not required to use this to document your inventory. If you use an alternative documentation method, be sure to include the item description, quantity, manufacturer/model, and original cost, in addition to any other reference information you wish to include. We encourage you to review your insurance policy and





Home Inventory by Room

Kitchen/Laundry Room

Quantity	Item	Manufacturer/Model	Year Purchased	Original Cost
	Blender			
	Brooms/Mops			
	Cabinets (list contents separately)			
	Can Opener			
	Chairs			
	Clocks			
	Coffee/Esspresso Machines			
	Crockery			
	Cutlery			
	Curtains			
	Dishes			
	Dishwasher			
	Disposal			
	Dryer			
	Exhaust Fan			
	Flatware			
	Floor Rugs/Coverings			
	Freezer			
	Glassware			
	Iron/Ironing Board			
	Linens			
	Microwave			
	Pots/Pans			
	Refrigerator			
	Silverware			
	Stove			
	Table			
	Telephone			
	Washing Machine			
	Other (list):			

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Dining Room

Quantity	Item	Manufacturer/Model	Year Purchased	Original Cost
	Buffet			
	Cabinets (list contents separately)			
	China			
	Clock			
	Crystal			
	Curtains/Shades			
	Dining Chairs			
	Dining Table			
	Draperies			
	Fireplace Fixtures			
	Lighting Fixtures			
	Mirrors			
	Pictures			
	Rugs/Carpets			
	Service Table			
	Standing Lamps			
	Stands			
	Table Lamps			
	Table Linens			
	Table Service			
	Tapestries			
	Wall Shelves			
	Other (list):			

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Living Room

Quantity	Item	Manufacturer/Model	Year Purchased	Original Cost
	Audio/Video Equipment (list separately)			
	Bookcases			
	Books			
	CDs/DVDs			
	Cabinets (list contents separately)			
	Closet Contents (list separately)			
	Chairs			
	Clocks			
	Computer			
	Computer Monitor			
	Computer Printer			
	Curtains/Shades			
	Cushions			
	Desks			
	Draperies			
	Fireplace Fixtures			
	Floor Coverings			
	Lamps			
	Lighting Fixtures			
	Mirrors			
	Organ/Piano			
	Pictures			
	Rugs and Carpets			
	Sheet Music			
	Slip Covers			
	Sofas/Couches			
	Standing Lamps			
	Stands			
	Tables			
	Tapestries			
	Telephone			
	Television			
	Wall Shelves			
	Other (list):			

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Home Office/Den

Quantity	Item	Manufacturer/Model	Year Purchased	Original Cost
	Books			
	Bookcases			
	Cabinets (list contents separately)			
	Chairs			
	Closet Contents (list separately)			
	Computer			
	Computer Monitor			
	Computer Printer			
	Computer Stand			
	Couch			
	Curtains/Shades			
	Desk			
	Electrical Equipment			
	Fireplace Fixtures			
	Lamps			
	Piano			
	Rugs/Carpets			
	Tables			
	Telephone			
	Televisions			
	Wall Shelves			
	Other (list):			

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Halls

Quantity	Item	Manufacturer/Model	Year Purchased	Original Cost
	Cabinets (list contents separately)			
	Chairs			
	Closets (list contents separately)			
	Lamps			
	Rugs/Carpets			
	Tables			
	Other (list):			

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Master Bedroom

Quantity	Item	Manufacturer/Model	Year Purchased	Original Cost
	Bedding			
	Beds			
	Box Springs			
	Bureaus			
	Carpets and Rugs			
	Cedar Chests (list contents separately)			
	Chairs			
	Cosmetics			
	Clocks			
	Closet Contents (list separately)			
	Curtains/Shades			
	Desk			
	Draperies			
	Dressers			
	Dressing Tables			
	Lamps			
	Mattresses			
	Mirrors			
	Night Stands			
	Pictures			
	Rugs			
	Sewing Machine and Equipment			
	Sewing Material			
	Sewing Stands			
	Tables			
	Telephone			
	Television			
	Vanity			
	Wall Shelves			
	Other (list):			

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Bedroom #2

Quantity	Item	Manufacturer/Model	Year Purchased	Original Cost
	Bedding			
	Beds			
	Box Springs			
	Bureaus			
	Carpets and Rugs			
	Cedar Chests (list contents separately)			
	Chairs			
	Cosmetics			
	Clocks			
	Closet Contents (list separately)			
	Curtains/Shades			
	Desk			
	Draperies			
	Dressers			
	Dressing Tables			
	Lamps			
	Mattresses			
	Mirrors			
	Night Stands			
	Pictures			
	Rugs			
	Sewing Machine and Equipment			
	Sewing Material			
	Sewing Stands			
	Tables			
	Telephone			
	Television			
	Vanity			
	Wall Shelves			
	Other (list):			

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Bedroom #3

Quantity	Item	Manufacturer/Model	Year Purchased	Original Cost
	Bedding			
	Beds			
	Box Springs			
	Bureaus			
	Carpets and Rugs			
	Cedar Chests (list contents separately)			
	Chairs			
	Cosmetics			
	Clocks			
	Closet Contents (list separately)			
	Curtains/Shades			
	Desk			
	Draperies			
	Dressers			
	Dressing Tables			
	Lamps			
	Mattresses			
	Mirrors			
	Night Stands			
	Pictures			
	Rugs			
	Sewing Machine and Equipment			
	Sewing Material			
	Sewing Stands			
	Tables			
	Telephone			
	Television			
	Vanity			
	Wall Shelves			
	Other (list):			

Bedroom #4

Quantity	Item	Manufacturer/Model	Year Purchased	Original Cost
	Bedding			
	Beds			
	Box Springs			
	Bureaus			
	Carpets and Rugs			
	Cedar Chests (list contents separately)			
	Chairs			
	Cosmetics			
	Clocks			
	Closet Contents (list separately)			
	Curtains/Shades			
	Desk			
	Draperies			
	Dressers			
	Dressing Tables			
	Lamps			
	Mattresses			
	Mirrors			
	Night Stands			
	Pictures			
	Rugs			
	Sewing Machine and Equipment			
	Sewing Material			
	Sewing Stands			
	Tables			
	Telephone			
	Television			
	Vanity			
	Wall Shelves			
	Other (list):			

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Clothing - Women's

Quantity	Item	Manufacturer/Model	Year Purchased	Original Cost
	Belts, scarves, and accessories			
	Dresses			
	Jackets			
	Pants			
	Shirts			
	Shoes			
	Skirts			
	Sleepwear			
	Suits			
	Underclothing			
	Other (list):			

Clothing - Men's

Quantity	Item	Manufacturer/Model	Year Purchased	Original Cost
	Belts, ties, and accessories			
	Jackets			
	Pants			
	Shirts			
	Shoes			
	Sleepwear			
	Suits			
	Underclothing			
	Other (list):			

Bathrooms

Quantity	Item	Manufacturer/Model	Year Purchased	Original Cost
	Bath Mats			
	Bath Towels			
	Cabinets (list contents separately)			
	Clothes Hampers			
	Closet Contents (list separately)			
	Cosmetics			
	Electrical Appliances (list separately)			
	Guest Towels			
	Hand Towels			
	Medicines			
	Pictures			
	Scales			
	Shower Curtains			
	Tables			
	Toilet Articles			
	Other (list):			

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Attic

Quantity	Item	Manufacturer/Model	Year Purchased	Original Cost
	Furniture			
	Holiday Decorations			
	Luggage/Trunks			
	Sports Equipment			
	Toys/Games			
	Other (list):			

Basement

Quantity	Item	Manufacturer/Model	Year Purchased	Original Cost
	Barbecue Equipment			
	Canned Food/Supplies			
	Carpentry Tools/Supplies			
	Dryer			
	Freezer (list contents separately)			
	Furniture			
	Garden Tools/Supplies			
	Heaters/Dehumidifier			
	Holiday Decorations			
	Ladder/Step Stools			
	Lawn Mower			
	Ornamental Lawn Items			
	Patio/Porch Furniture (list separately)			
	Pet Supplies			
	Power Tools			
	Shovels			
	Snow Blower			
	Toys/Games			
	Washing Machine			
	Water Heater			
	Water Softener			
	Work Bench			
	Other (list):			

Porch/Patio

Quantity	Item	Manufacturer/Model	Year Purchased	Original Cost
	Barbecue Equipment			
	Chairs			
	Floor Covering			
	Planters			
	Statues			
	Table			
	Umbrella			
	Other (list):			

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Collector's Items/Hobbies/Crafts

Quantity	Item	Manufacturer/Model	Year Purchased	Original Cost
	Antiques			
	Art Supplies			
	Coin Collections			
	Collections			
	Figurines			
	Fine Art			
	Firearms			
	Musical Instruments			
	Photography Equipment			
	Toys			
	Other (list):			

Jewelry & Furs

Quantity	Item	Manufacturer/Model	Year Purchased	Original Cost
	Bracelets			
	Brooches			
	Earrings			
	Furs			
	Necklaces			
	Rings			
	Watches			
	Other (list):			

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Exercise/Sports Equipment

Quantity	Item	Manufacturer/Model	Year Purchased	Original Cost
	Baseball Equipment			
	Basketball Equipment			
	Bicycles (outdoor and stationary)			
	Bowling Equipment			
	Elliptical Machine			
	Exercise Equipment			
	Fishing Equipment			
	Football Equipment			
	Golfing Equipment			
	Guns			
	Helmets			
	Pilates/Yoga Equipment			
	Skis			
	Soccer Equipment			
	Swimming/Diving Gear			
	Tennis Rackets			
	Treadmills			
	Weights/Weightlifting Machines			
	Wii Fit			
	Other (list):			

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Electronics

Quantity	Item	Manufacturer/Model	Year Purchased	Original Cost
	Calculators			
	Cellular Phones/Smart Phones			
	Computer			
	Computer Accessories			
	Digital Cameras/Recorders			
	DVD Systems			
	Gaming Systems			
	i-Pads			
	Laptop Computers			
	Stereo Equipment			
	Televisions			
	Video Equipment			
	Web Browsing Devices			
	Wii			
	Other (list):			

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Appliances

Quantity	Item	Manufacturer/Model	Year Purchased	Original Cost
	Blender			
	Can Opener			
	Coffee Maker			
	Dishwasher			
	Dryer			
	Fans			
	Food Processor			
	Freezer			
	Garbage Disposal			
	Heaters			
	Microwave			
	Mixer			
	Refrigerator			
	Stove/Range			
	Toaster			
	Trash Compactor			
	Washer			
	Other (list):			

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Precious Metal Items

Quantity	Item	Manufacturer/Model	Year Purchased	Original Cost
	Bracelets			
	Brooches			
	Necklaces			
	Rings			
	Serving Sets			
	Serving Trays			
	Other (list):			

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Miscellaneous

Quantity	Item	Manufacturer/Model	Year Purchased	Original Cost
	Air Conditioners (window units)			
	Air Conditioner (central unit)			
	Heating Units			

