A Record of Your Belongings

Your home is filled with possessions. Would you be able to remember what was lost or stolen in the event of a fire or theft? Would you have enough insurance to replace everything?

This inventory worksheet will assist you in listing your personal property. By completing this inventory, you have a written record of your possessions, which will help both you and your adjuster in the event of a claim. As well, by reviewing this list with your SGI CANADA broker, you can ensure you have adequate coverage on your property.

These hints may help you complete this form:

- Take one room or area at a time and list everything.
- Record each item, along with its original purchase price, the date of purchase and today's purchase price.
- If you are unsure of its exact purchase price, provide an estimate.
- With items such as clothes and linens, it may be difficult to remember the exact purchase price. We suggest you take an average cost for one item and multiply it by the number you own.
- Keep your inventory list current.
- Keep your receipts and any appraisals in a safe place along with a copy this worksheet. These are essential at the time of a claim to show proof of ownership.
- Use this worksheet to record the make, model and serial numbers of items such as cameras, TVs, DVD players, PVRs, personal computers, audio equipment, bicycles and other valuable items that are attractive to thieves.
- Record your credit and/or debit card numbers on this worksheet, along with contact information for the financial institutions that issued the cards.
- Take photographs of, or videotape, the inside of your home to supplement your list and to provide additional documentation in the event of a claim. Keep your photos or videos in a safe place along with this worksheet.
- Contact your SGI CANADA broker to discuss additional coverage for valuable or specialty items such as furs, jewelry, fine art and stamp and/or coin collections. Your insurance policy may limit coverage for such items. Also, as personal property may appreciate or depreciate, it's important to review your protection on a regular basis. Your SGI CANADA broker can suggest where you should consider amending your coverage.
- Don't forget to review other property you own such as a seasonal residence or recreational vehicles. Your SGI CANADA broker can provide advice on appropriate coverage.

Preparation is key to minimizing the effects of a loss or a disaster. Taking time to review your insurance regularly and maintaining a current personal inventory is important. Prevention is also vital and knowing what to do in particular situations can reduce your loss, save time and ease the claim process. Your SGI CANADA broker can provide additional information on the prevention of theft and other types of losses.

Date	
Name	
Address	
Policy No.	
Broker	
Broker phone No.	
Credit and/or Debit card numbers	
Financial institution contact information	

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Basement and garage

Qty	Item	Original purchase price	Year of purchase	Today's purchase price
	Workbench/shelves	$		$
	Power/hand tools	$		$
	Lawnmower	$		$
	Garden tools	$		$
	Snowblower	$		$
	Luggage/trunks	$		$
	Toys/games	$		$
	Washer/dryer	$		$
	Iron/ironing board	$		$
	Clotheshorse/line	$		$
	Bicycles	$		$
	Hobby/sports/ exercise equipment	$		$
	Recreational items	$		$
	Freezer/food	$		$
	Christmas decorations	$		$
	Miscellaneous	$		$
		$		$
		$		$
		$		$
	Total	**$**		**$**

Bathrooms

Qty	Item	Original purchase price	Year of purchase	Today's purchase price
	Rugs/drapes/blinds	$		$
	Mirrors	$		$
	Clothes hamper/ chest	$		$
	Shavers	$		$
	Hair dryers	$		$
	Curling irons/ straighteners	$		$
	Medicine	$		$
	Toiletries	$		$
	Cosmetics	$		$
	Bathroom items	$		$
	Miscellaneous	$		$
		$		$
		$		$
		$		$
		$		$
		$		$
		$		$
		$		$
	Total	**$**		**$**

Bedrooms

Qty	Item	Original purchase price	Year of purchase	Today's purchase price
	Beds	$		$
	Chairs	$		$
	Lamps	$		$
	Rugs/drapes/blinds	$		$
	Pictures/paintings	$		$
	Dressers/chests	$		$
	TV/radio/VCR/PVR/ DVD player	$		$
	Stereo	$		$
	Clock radio/clocks	$		$
	Mirrors	$		$
	Games/electronic games/toys	$		$
	Plants/plant stands	$		$
	Telephones/cellphones	$		$
	Miscellaneous	$		$
		$		$
		$		$
		$		$
		$		$
		$		$
	Total	**$**		**$**

Clothing/apparel

Qty	Item	Original purchase price	Year of purchase	Today's purchase price
	Suits	$		$
	Dresses	$		$
	Coats	$		$
	Jackets	$		$
	Sweaters	$		$
	Shirts/blouses	$		$
	Skirts	$		$
	Slacks	$		$
	Jeans	$		$
	Shorts	$		$
	Beachwear	$		$
	Hosiery/socks/ undergarments	$		$
	Sleepwear/robes	$		$
	Sportswear/ sweatsuits	$		$
	Hats/gloves/mittens	$		$
	Scarves/belts	$		$
	Shoes/slippers	$		$
	Boots	$		$
	Miscellaneous	$		$
	Total	**$**		**$**

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Deck, patio and yard

Qty	Item	Original purchase price	Year of purchase	Today's purchase price
	Lawn furniture	$		$
	Outdoor cooking equipment/barbeque	$		$
	Sporting equipment	$		$
	Recreational items	$		$
	Tool shed	$		$
	Tools	$		$
	Outdoor firepit	$		$
	Outdoor heater	$		$
	Yard decor (solar lights, water features, bird bath, etc.)	$		$
	Miscellaneous	$		$
		$		$
		$		$
		$		$
		$		$
		$		$
		$		$
		$		$
		$		$
		$		$
		$		$
		$		$
	Total	**$**		**$**

Family room and office

Qty	Item	Original purchase price	Year of purchase	Today's purchase price
	Sofas	$		$
	Chairs	$		$
	Tables	$		$
	Lamps	$		$
	Rugs/drapes/blinds	$		$
	Pictures/paintings	$		$
	Desks	$		$
	Videotapes/DVDs/ CDs	$		$
	Computer/laptop/ equipment	$		$
	Bar and accessories/ liquor	$		$
	Sewing machine	$		$
	Hobby/sports/ exercise equipment	$		$
	Bookshelves/books	$		$
	Games/electronic games/toys	$		$
	TV/radio/VCR/PVR/ DVD player	$		$
	Stereo	$		$
	TV/stereo stands	$		$
	Plants/plant stands	$		$
	Miscellaneous	$		$
	Total	**$**		**$**

Hall, Linen and Broom Closets

Qty	Item	Original purchase price	Year of purchase	Today's purchase price
	Rugs	$		$
	Shelves	$		$
	Vacuum/sweeper	$		$
	Brooms/mops	$		$
	Cleaning supplies	$		$
	Toys/games	$		$
	Linens			
	Towels	$		$
	Blankets/quilts	$		$
	Tablecloths/placemats	$		$
	Dishcloths/towels	$		$
	Sheets/pillowcases	$		$
	Miscellaneous	$		$
		$		$
		$		$
		$		$
		$		$
	Total	**$**		**$**

Jewelry

Qty	Item	Original purchase price	Year of purchase	Today's purchase price
	Rings	$		$
	Bracelets	$		$
	Necklaces	$		$
	Pins/brooches	$		$
	Earrings	$		$
	Tie-clips/cufflinks	$		$
	Miscellaneous	$		$
		$		$
		$		$
		$		$
		$		$
		$		$
		$		$
		$		$
		$		$
		$		$
	Total	**$**		**$**

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Kitchen and dining room

Qty	Item	Original purchase price	Year of purchase	Today's purchase price
	Buffet/china cabinet	$		$
	Chairs	$		$
	Tables	$		$
	Lamps	$		$
	Rugs/drapes/blinds	$		$
	Clocks	$		$
	Pictures/paintings	$		$
	Stove	$		$
	Refrigerator	$		$
	Freezer	$		$
	Dishwasher	$		$
	Microwave	$		$
	Appliances	$		$
	Cutlery/dishes	$		$
	Cookware	$		$
	Foods/liquors	$		$
	Linen	$		$
	Plants/plant stands	$		$
	Miscellaneous	$		$
		$		$
	Total	**$**		**$**

Living room

Qty	Item	Original purchase price	Year of purchase	Today's purchase price
	Sofa	$		$
	Chairs	$		$
	Tables	$		$
	Lamps	$		$
	Pictures/paintings	$		$
	Bookshelves/books	$		$
	TV/radio/VCR/PVR/ DVD player	$		$
	Stereo/electronics	$		$
	TV/stereo stands	$		$
	Videotapes/DVDs/ CDs	$		$
	Clocks	$		$
	Mirrors	$		$
	Rugs	$		$
	Piano/organ/musical instruments	$		$
	Drapes/blinds	$		$
	Plants/plant stands	$		$
	Miscellaneous	$		$
		$		$
	Total	**$**		**$**

Miscellaneous items

Qty	Item	Original purchase price	Year of purchase	Today's purchase price
	Camera/equipment	$		$
	Video camera/ equipment	$		$
	Binoculars	$		$
	Firearms	$		$
	Hobby collections	$		$
	Camping equipment	$		$
	Travel trailer contents	$		$
	Fine art	$		$
	Furs	$		$
	Air conditioner	$		$
	Heaters/fans	$		$
	Sun/eyeglasses	$		$
	Contact lenses	$		$
	Hearing aids	$		$
	Telephones/ cellphones	$		$
	Miscellaneous	$		$
		$		$
		$		$
		$		$
	Total	**$**		**$**

Totals

Qty	Item	Original purchase price	Year of purchase	Today's purchase price
	Living room	$		$
	Kitchen and dining room	$		$
	Bedrooms	$		$
	Family room and office (upper and/or lower levels	$		$
	Hall, linen and broom closets	$		$
	Linens	$		$
	Bathrooms	$		$
	Basement and garage	$		$
	Deck, patio and yard	$		$
	Clothing/apparel	$		$
	Jewelry	$		$
	Miscellaneous items	$		$
		$		$
		$		$
		$		$
		$		$
	Total	**$**		**$**

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