

PERSONAL BELONGINGS



Follow these steps to make sure all of your personal belongings are documented and ready to be presented in the case of a claim.

MAKE SPREADSHEET

Make a spreadsheet with item description, quantity, model, serial number, year purchased, place purchased, and item cost. Using online templates and item tracker apps for this step can save you a lot of time.



TAKE STILL PHOTOS

Photographs establish ownership of property so you should visually document every valuable item on your list. Take individual pictures for big ticket items and group shots for less expensive items.



MAKE A MOVIE

Use your smart phone to slowly record your entire house room by room including the garage, basement, attic, and any other secondary buildings. The video should show all of your listed items.



BACK UP YOUR LIST

Make sure all your data is backed up on your computer or in the cloud so it is easy to access in case you have to file a claim. It is also recommended that you send your agent a version of the list to keep on file.

