

TAKING A HOUSEHOLD INVENTORY

To help its members and the community become better prepared to effectively deal with emergencies and natural disasters, **NAPo-WI** is educating people about the importance of careful preparation and planning.

Tornadoes, fire, and floods are devastating. Having an inventory of your possessions is an important step to being prepared for and to recover from a disaster. Everyone should have copies of important documents and a household inventory list stored at a safe location outside of your neighborhood.

Do you have enough insurance coverage for all your personal belongings in the event of a total loss? Would you be able to remember all these items if they are destroyed? Don't put off taking an inventory until it's too late.

Where to begin

Insurance companies recommend taking photos or video taping every inch of your home, including inside cabinets and drawers. Make copies of important documents including credit cards and driver's license. Keep a record of where the originals are kept, such as a safety deposit box. Gather receipts for major purchases and make copies.

Make a list

List all your belongings. Include specific information for each item; company, manufacturer's ID, date purchased, cost, etc. Most insurance companies can provide itemized forms for this information. To make the task less overwhelming, review one room at a time or work by category: artwork, tools, electronics, etc. Update your inventory periodically or any time you make a significant purchase. Use the following Household Inventory Checklist as a guideline.

Store in a safe place

If possible, store photos and records digitally. Make copies and back up to a portable hard drive. The inventory can also be kept in a binder. When you complete the written, photo, or video inventory, store it, along with photo copies of important documents and major purchases, in a safe place away from your home. Keep a copy with your insurance agent, in a safety deposit box, with an out-of-town relative, or with an on-line web service. If it must remain in your home, use a fireproof container.

For more information and to find a professional organizer near you to assist with taking a household inventory and disaster planning go to www.napo-wi.com.



HOUSEHOLD INVENTORY CHECKLIST

Personal Information – Individual and family members

Name, address, phone, social security number
Will, power of attorney, living will
Copies (front and back) of credit cards and driver's license
Passport
Birth and marriage certificates
Name, address, and phone numbers of extended family

Pets

License and vaccination records
Veterinarian contact information
Identification and photo of you with your pet
Microchip numbers

Banking Information

Address and contact information
Checking, savings, and money market accounts, deposit certificates, trust accounts, mortgage(s), deed(s), loan(s), safety deposit box number and key, credit cards
Web password and pin numbers (coded for security)

Medical Records

Doctors' contact information, prescriptions, special conditions, immunization records, family medical history, food and drug allergies
Power attorney for health care

Stocks & Bonds

Company, purchase date, number of shares, price paid, broker name and phone number

Insurance

Company, coverage, policy numbers, purchase date, agent name and phone number

Possessions

List item, brand, purchase date, price, manufacturer ID number, and dimensions (with photo)

Antiques/collectibles	Furniture
Appliances	Jewelry
Art	Lawn equipment
Clothing	Miscellaneous household
Computers	Sporting goods
Electronics	Tools
	Vehicles/titles