

# Personal Property Inventory



Would you be able to make an exact inventory of all the belongings you would need to replace after a loss? And do you know whether your insurance policy covers the replacement value of your belongings?

When you purchase home insurance, or file a claim, it is important to be able to indicate the value of your belongings. This practical tool will help you draw up an inventory of everything you own.

## STEP 1 Information about you and your insurance company

Last name	<input type="text"/>	First name	<input type="text"/>
Address	<input type="text"/>		
City/Town	<input type="text"/>	Province	<input type="text"/>
Postal code	<input type="text"/>		
Phone	<input type="text"/>	Work	<input type="text"/>
Ext.	<input type="text"/>		
Email	<input type="text"/>		
Insurance company	<input type="text"/>		
Policy Number	<input type="text"/>	Agent or broker	<input type="text"/>
Phone	<input type="text"/>	Ext.	<input type="text"/>
Email	<input type="text"/>		

## STEP 2 Inventory by room and category of article

Complete the lists on the following pages.

The most common items are listed to facilitate the inventory, but **you can delete or modify** the field contents as you wish. **The total is calculated automatically.**

- Estimate the value of the items **at their replacement cost today, taxes included.**
- Some items can be grouped in the same field. (i.e., "kitchen table and four chairs").
- In some instances, you will need to indicate the **model and/or serial No.**
- If you are a tenant, **list only the items that belong to you.**
- Disregard the tables for which you have no items (i.e., if you only have one room).
- A table for items that correspond to no category is included at the end of the inventory.
- Take note of the **limitations for certain valuable items.**

*Refer to the note in Table 3 to find to more.*









# 5. Dining Room

Furniture, accessories, other.  
Give model and/or serial No. as required.

VALUE\*  
taxes included

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\* at today's replacement cost

Subtotal  \$

[Go to recap and total »](#)







## 8. Bedroom C

**CLOTHING AND FOOTWEAR: SEE TABLES 9 TO 12**

Furniture, accessories, electronic equipment.  
Give model and/or serial No. as required.

**VALUE\***  
taxes included

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\* at today's replacement cost

**Subtotal**  \$

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# 10. Clothing and Footwear B – Adult

SPORTS EQUIPMENT: SEE TABLE 18

Items or collections.  
Include winter clothing and accessories.

VALUE\*  
taxes included

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\* at today's replacement cost

Subtotal  \$

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# 13. Bathroom and Laundry Room

Furniture, accessories, household appliances, other.  
Give model and/or serial No. as required.

VALUE\*  
taxes included

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\* at today's replacement cost

Subtotal  \$

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# 14. Entry and Hallway

Furniture, accessories, other.  
Give model and/or serial No. as required.

VALUE\*  
taxes included

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\*at today's replacement cost

Subtotal  \$

[Go to recap and total »](#)



**Visual proof:**  
Taking photos or a video of each item in your home is a good way of completing your inventory.

# 15. Office

PORTABLE EQUIPMENT: SEE TABLE 3

Furniture, accessories, electronic equipment, other.  
Give model and/or serial No. as required.

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taxes included

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\* at today's replacement cost

Subtotal  \$

[Go to recap and total »](#)



**Self-employed workers, be careful!** Your home insurance isn't designed to adequately meet the specific needs of working from home. Talk to your insurance broker or agent to let him know about any professional activities carried out from home.













### STEP 3 Recap and total

Remember that the total value of your property must include the taxes.

	Montant	
1. Living Room	<input type="text"/>	\$
2. Family Room or Rec Room	<input type="text"/>	\$
3. Portable and Multi-Room Equipment	<input type="text"/>	\$
4. Kitchen	<input type="text"/>	\$
5. Dining Room	<input type="text"/>	\$
6. Bedroom A	<input type="text"/>	\$
7. Bedroom B	<input type="text"/>	\$
8. Bedroom C	<input type="text"/>	\$
9. Clothing and Footwear A – Adult	<input type="text"/>	\$
10. Clothing and Footwear B – Adult	<input type="text"/>	\$
11. Clothing and Footwear C – Child	<input type="text"/>	\$
12. Clothing and Footwear D – Child	<input type="text"/>	\$
13. Bathroom and Laundry Room	<input type="text"/>	\$
14. Entry and Hallway	<input type="text"/>	\$
15. Office	<input type="text"/>	\$
16. Basement, Garage, Exterior	<input type="text"/>	\$
17. Deck, Solarium, Porch	<input type="text"/>	\$
18. Sports Equipment	<input type="text"/>	\$
19. Valuables	<input type="text"/>	\$
20. Other	<input type="text"/>	\$
<b>TOTAL</b>	<input type="text"/>	\$



#### Do you have sufficient insurance coverage?

It's important to cover the total value of your possessions so that your claim, in case of loss, reflects the replacement value of your possessions as closely as possible. This will help avoid any bad surprises.

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### STEP 4 Documentation and inventory update

Complete your inventory by adding documents such as invoices, photos, videos, warranties and instruction manuals. Remember also to update the information regularly (i.e., purchases, change of insurance company, new spouse).

### STEP 5 Verify your coverage

Once you've completed the inventory, contact your P&C insurance professional to make sure you have adequate coverage.

## Questions?

Go to [infoassurance.ca](http://infoassurance.ca), or

Call our Insurance Information Centre:

1-877-288-4321

514-288-4321 (Montreal region)



Insurance Bureau  
of Canada