

The information you put into this Home Inventory File can make an insurance claim settlement faster and easier.

With this file, you will have a record of your property in order to help make an accurate insurance claim. Please keep your Home Inventory File in a safe deposit box or another safe place outside your home. It would be helpful if you made a copy of this File and other important papers such as birth certificates, deeds, etc. and put the originals into safekeeping.

HOME INVENTORY TIPS

- List every item of value in your house.
- Include the serial number of all items that have.
- Continuously update your Home Inventory as you acquire new items.
- Keep all receipts along with a description of the items.
- Keep a detailed record of antiques, jewellery, major appliances and collector's items.

PHOTO TIPS

- Use a color, or video camera if possible.
- Take both wide angles, and close up shots.
- Have a family member in all pictures to help verify ownership. Make sure videotapes, slides and pictures are dated.
- To demonstrate quantity of clothing, open closet doors. Take pictures of open drawers to show content.
- When taking pictures of a shiny or reflective surface, hold camera at a 45° degree angle.

HIGH RISK ITEMS

Pay particular attention to the recording of high risk items

- Give the Manufacturer Name
- Purchase Date and Receipt
- Cost at the time of purchase
- Valuations
- Photos

**800 5 10 15**
www.GanDirect.com

Limassol
Headquarters: 220, Arch. Makarios III
Ave., Stelmaria Court
Omonia: 51B, Vasileos Pavlou Str.

Nicosia
53, Athalassas Ave., Strovolos

Larnaca
89, Arch. Makarios III Ave.
Filanda Court, Shop 4&5

Paphos
2, Boumboulinas Str.

Paralimni
57, 1st April Str.

MAILING ADDRESS: P.O. Box 51998, 3509 Limassol

Living Room

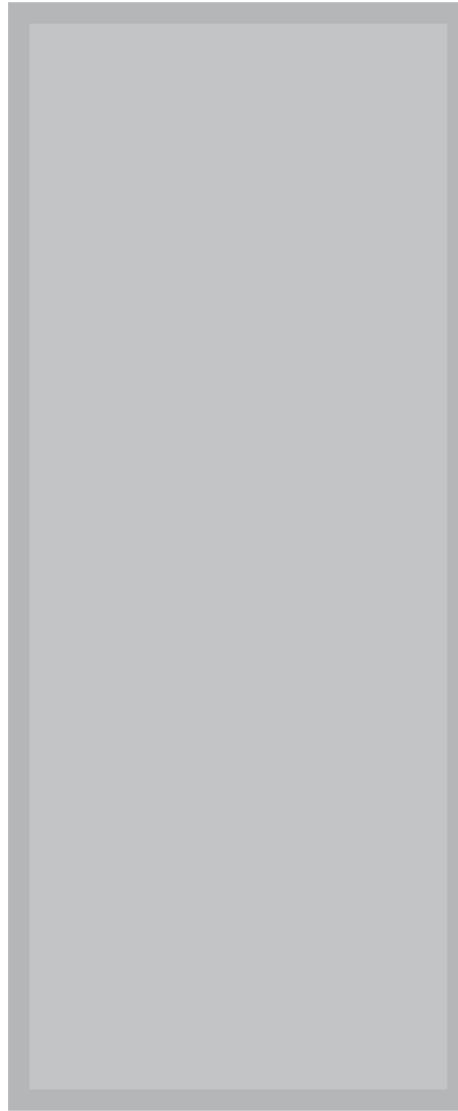
No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimated Present Value

TAPE PHOTOS HERE

Start at bottom
Tape & layer each photo



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Guide to Building a Home Inventory



■ Bedroom 1

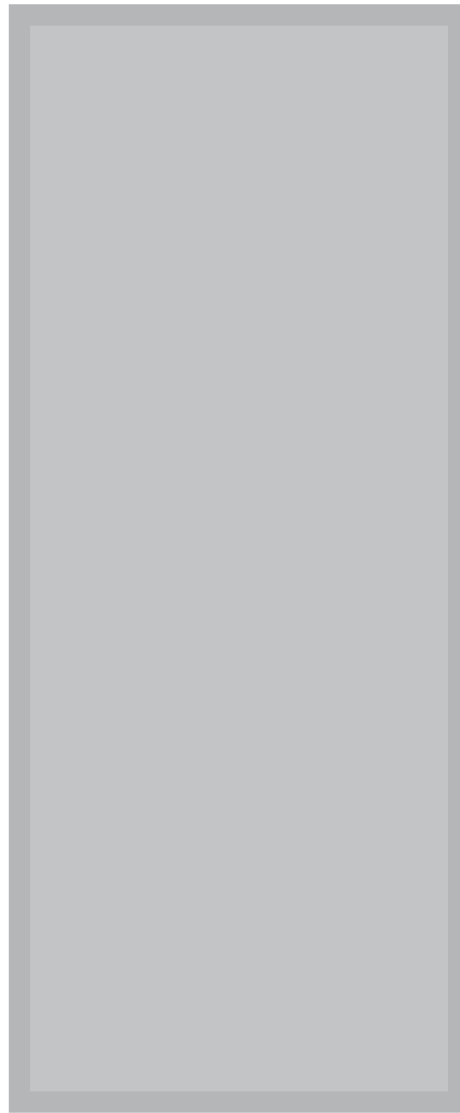
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■ Bedroom 2

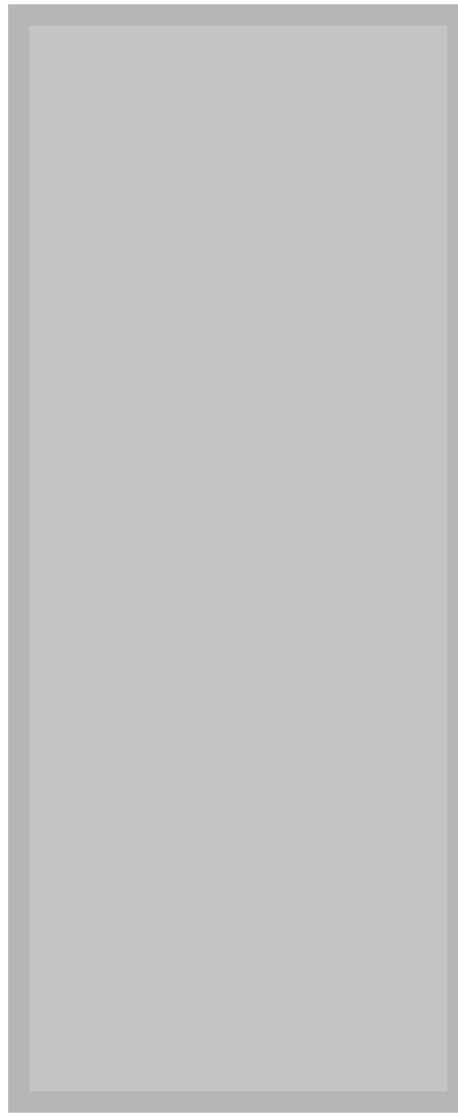
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■ Bedroom 3

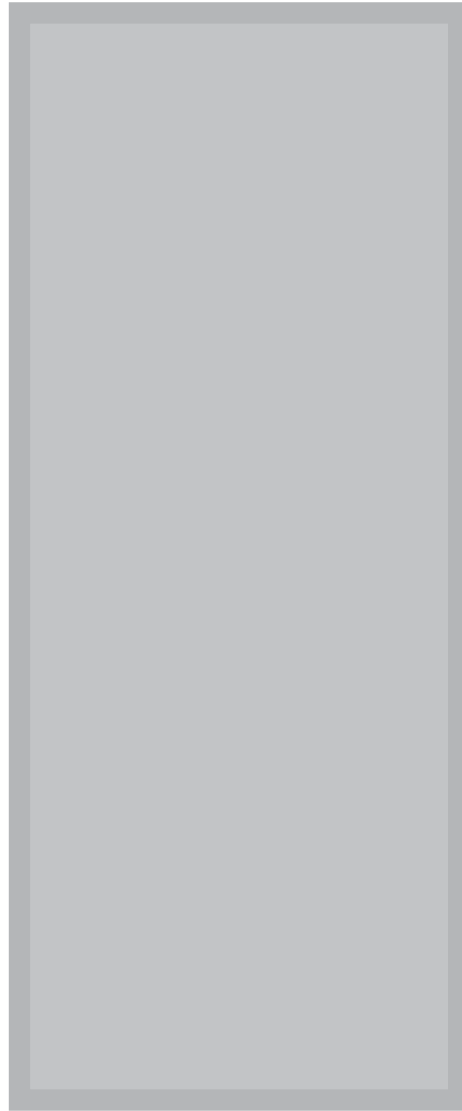
No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimated Present Value

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■ Bedroom 4

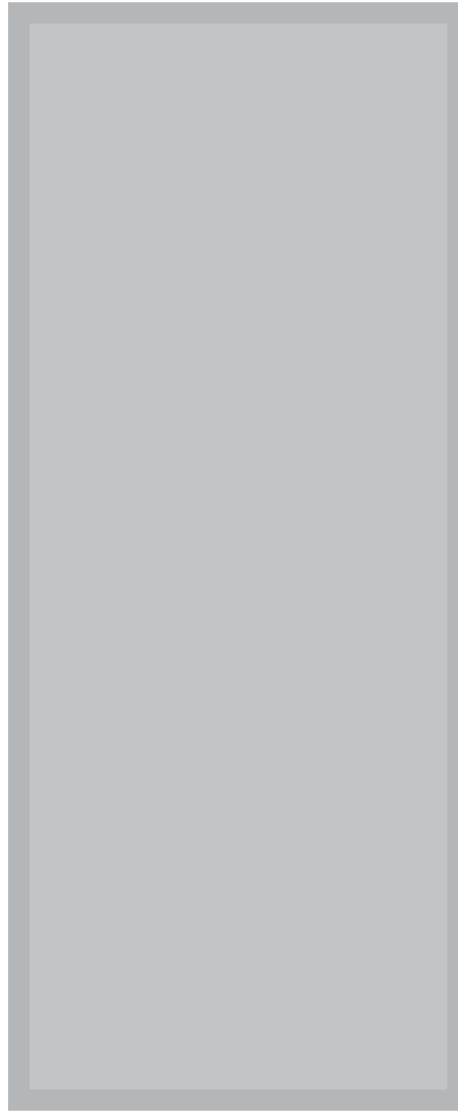
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Kitchen

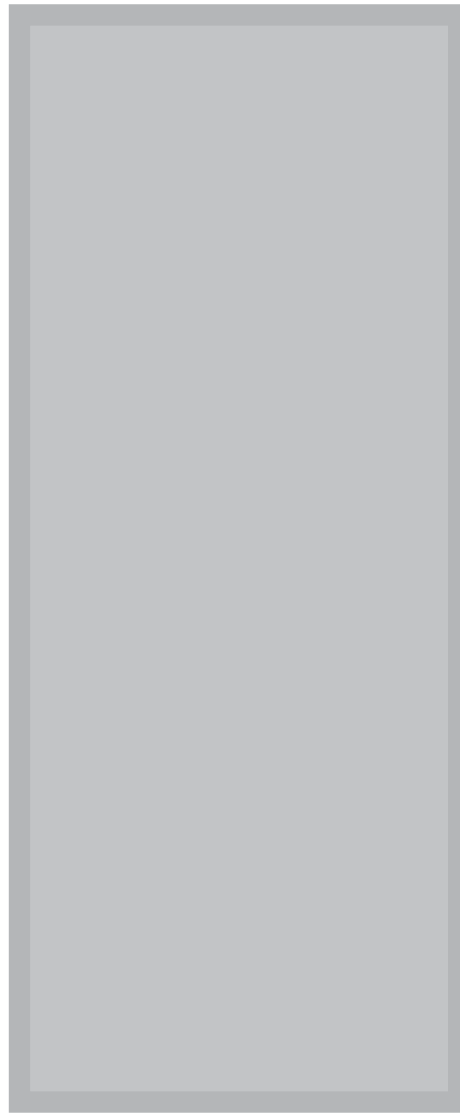
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Family Room

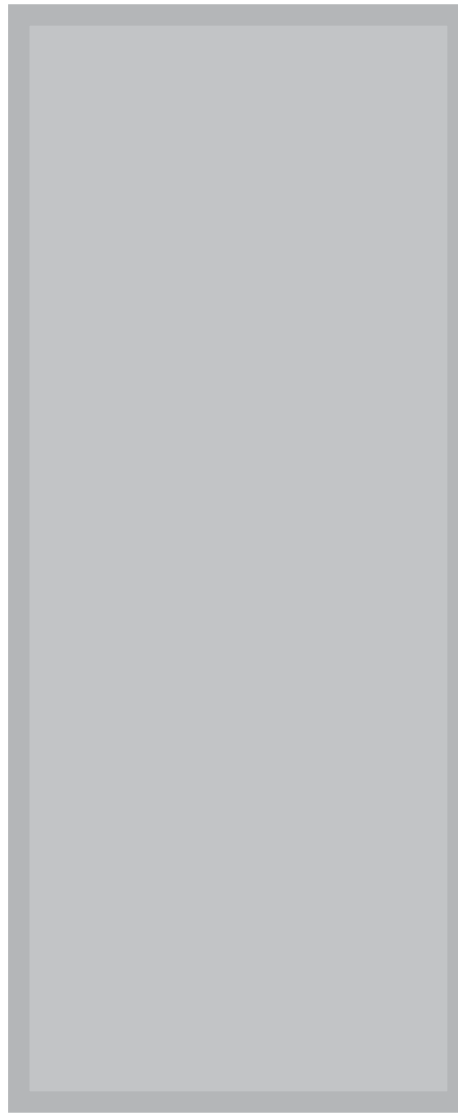
No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimated Present Value

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Library/Study

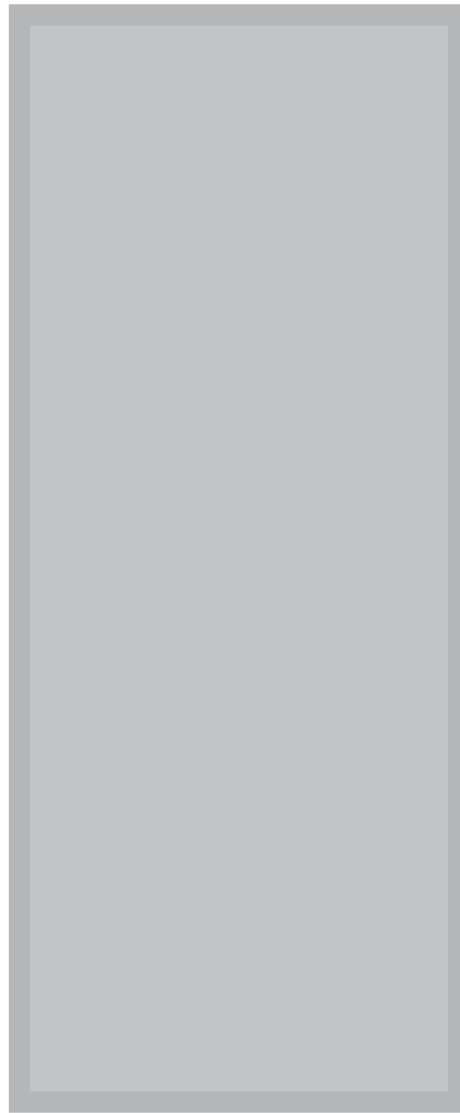
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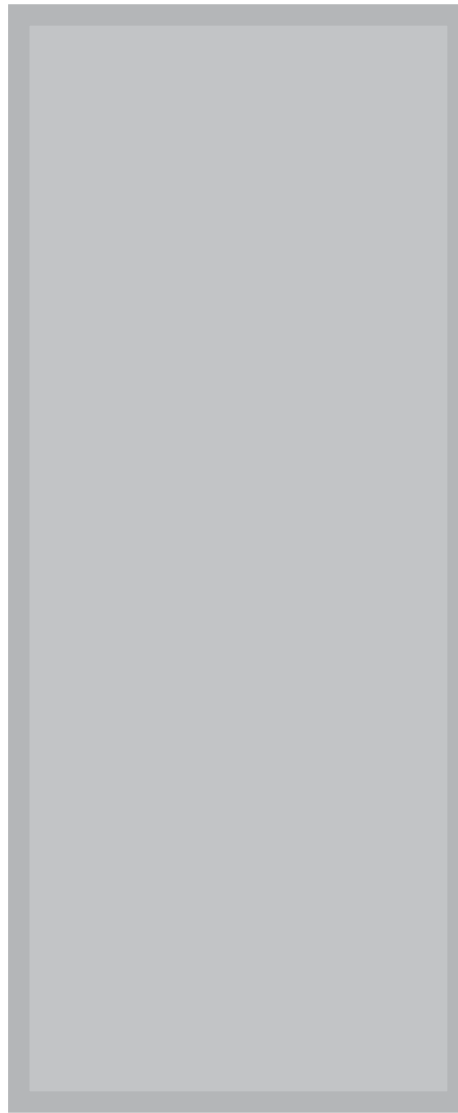
Bathroom(s)

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimated Present Value

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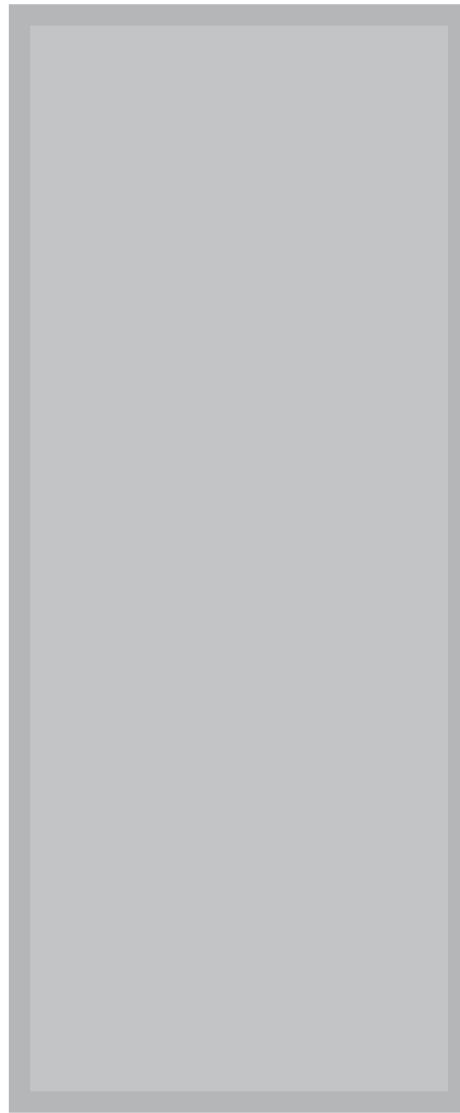
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■ Attic/Basement/Garage

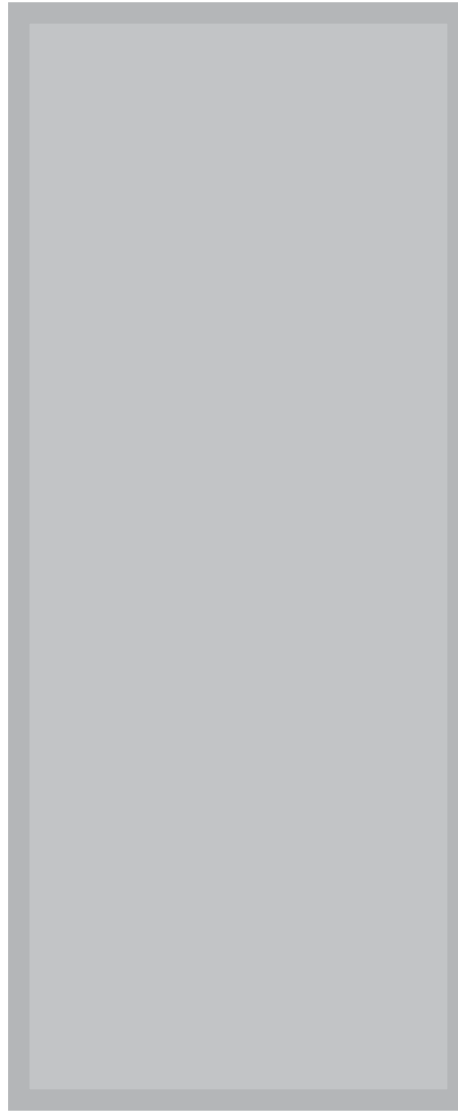
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■ China Glassware/Silverware

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimated Present Value

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Musical Instruments

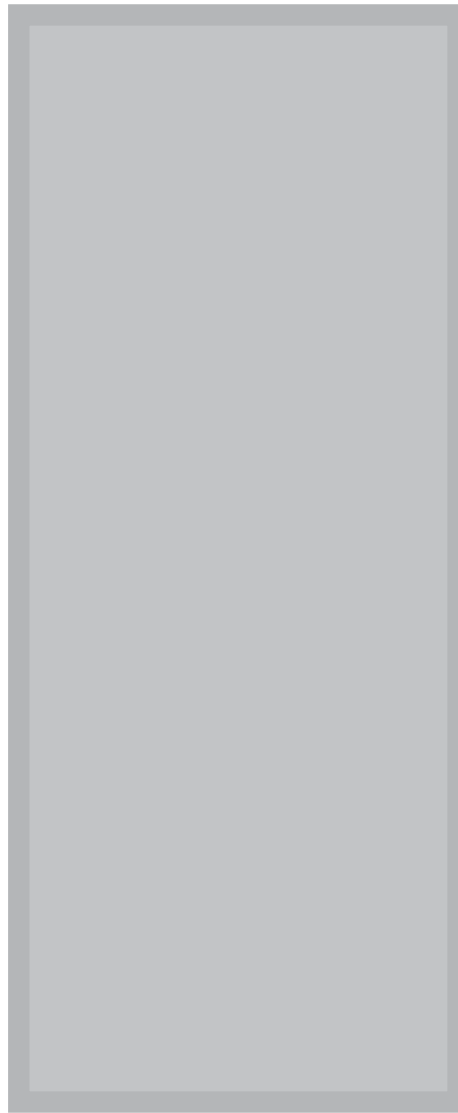
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Sports Instruments

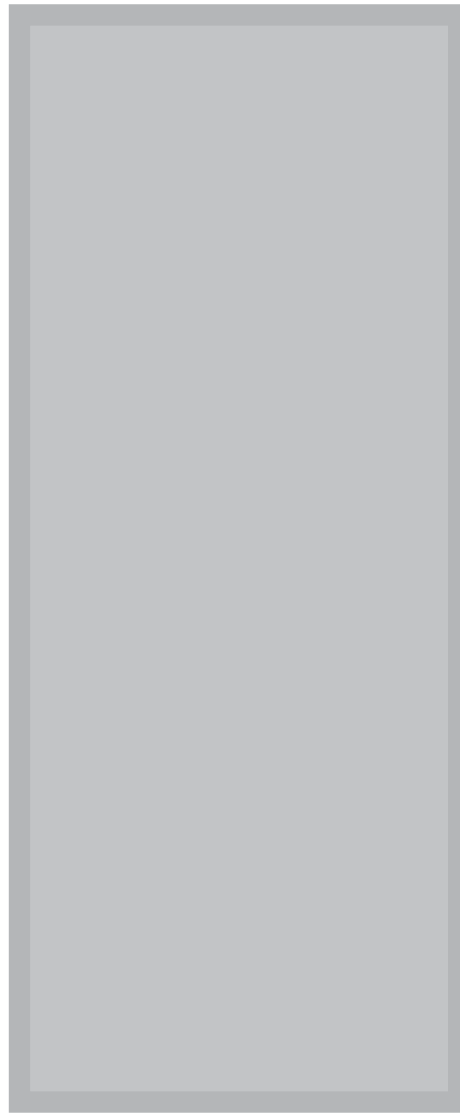
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■ Art/Fine Carpets/Other Valuables

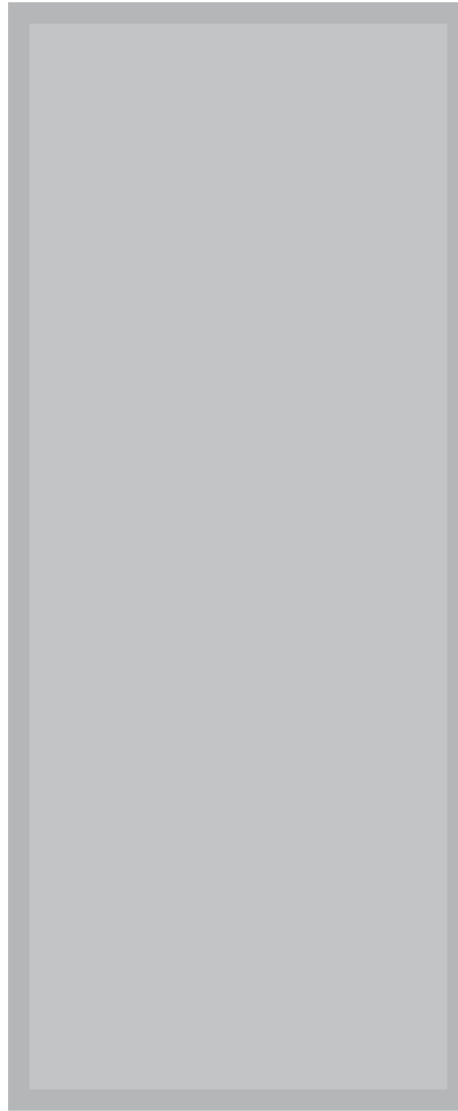
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Hunting Rifles

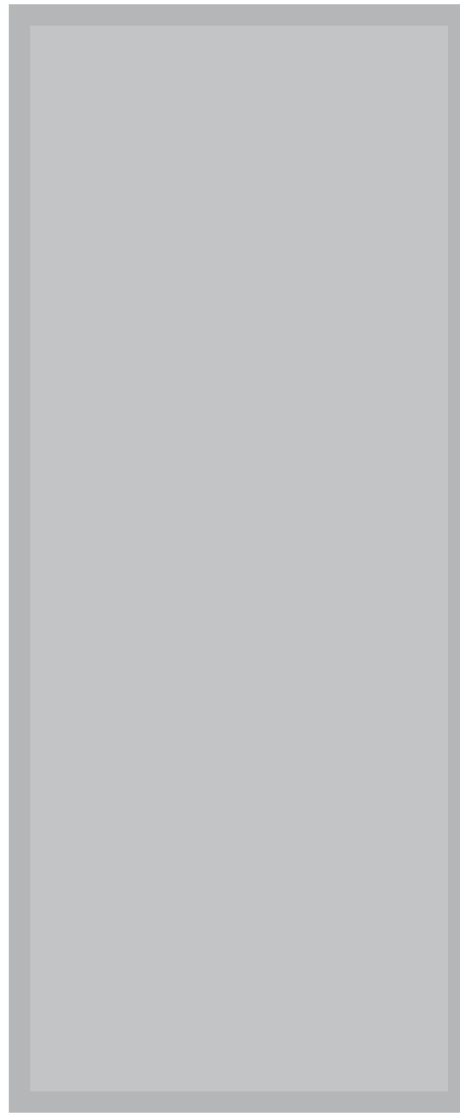
No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimated Present Value

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Guide to
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INVENTORY SUMMARY

No. of Articles	Article Description	Year Purchased	Total Original Cost	Estimated Present Value
	Jewellery			
	Furs			
	Fine Arts			
	Musical Instruments			
	Silverware			
	China & Glassware			
	Sports & Hobby Equipment			
	Office			
	Living Room			
	Dining Room			
	Kitchen			
	Recreation Family Room			
	Library or Study			
	Master Bedroom			
	Extra Bedroom(s)			
	Bathroom(s)			
	Personal Effects Men			
	Personal Effects Women			
	Personal Effects Boys			
	Personal Effects Girls			
	Attic, Basement Garage			
	Patio or Deck			
	Tool Shed			
GRAND TOTAL				
Total amount of your present insurance on personal property				

