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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.

List every item of value in your house.

Include the serial numbers of all items that have them.

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, jewelry, major appliances and collector's items.

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.

## Home Inventory Tips

### Photo Tips

Five Corporate Plaza • 3625 NW 56th, STE 100

Oklahoma City, OK 73112 • 1-800-522-0071

Tulsa Office • 1-800-728-2906

[www.oid.ok.gov](http://www.oid.ok.gov)

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