



Personal Property Inventory



**Liberty
Mutual.**

Why Do I Need an Inventory?

Your homeowners insurance provides you with the security of knowing that your personal possessions are protected in the event of a loss. However, Liberty Mutual can only pay you for the items you can document after a loss has occurred.

You should conduct an inventory of your personal property so that you have a record of what you own. Following a loss, this inventory can assist you in determining the items that were destroyed or stolen.

How Do I Conduct an Inventory?

Identify the contents of each room, cabinet and closet in your home and take photos or make a video of your valuables. Identify and date the photos or videos and keep them with your inventory in a safety deposit or fireproof box. A complete household inventory will provide:

- A permanent record of the contents of your home and their value
- Serial numbers, manufacturers' names and model numbers to assist in the identification of stolen items

It is a good idea to update your inventory periodically as you purchase new items for your home.

How Do I Know I Have Enough Insurance?

A household inventory can also help you determine how much insurance you need to cover your possessions. Your coverage should always equal what it would cost to replace your property at today's prices, less a reasonable amount for depreciation. You should also have high-value items such as jewelry, furs and fine art objects appraised regularly to ensure that you have enough insurance to cover their value.

SUMMARY

Page

1	Valuable Articles	\$ _____
2	Living Room	\$ _____
3	Dining Room	\$ _____
4	Bedroom (1)	\$ _____
5	Bedroom (2)	\$ _____
6	Bedroom (3)	\$ _____
7	Bedroom (4)	\$ _____
8	Kitchen/Laundry Room	\$ _____
9	Family Room	\$ _____
10	Bathrooms/Halls	\$ _____
11	Storage	\$ _____
12	Hobby Items	\$ _____
13	Additional Electronics	\$ _____
14	Other	\$ _____

TOTAL \$ _____

Present Insurance \$ _____

Additional Insurance
(date ordered _____ 20 _____) \$ _____

TOTAL Insurance Now \$ _____

Date: _____



CRIME PREVENTION TIPS

- 1.** Keep lights on while you are away from home, preferably in the bathroom, upstairs and in other locations where a burglar can't see that the room is empty.
- 2.** Give your home a lived-in look by investing in an inexpensive automatic timer that can turn lights and radios on and off at preset intervals.
- 3.** Keep all ladders and tools inside your house. Avoid leaving windows open.
- 4.** Lock it up! Keep all entrances to your home locked, including your garage door. Use dead bolts or other key-operated locks.
- 5.** Protect your possessions. Put small items in a safety deposit box. Use a marking tool to engrave your driver's license number on the backs of stereos, television sets, etc.—this will help identify stolen items.
- 6.** Ask neighbors to watch your house and take in mail and newspapers so they don't pile up outside when you are away.
- 7.** Keep track of your keys. Always remove your keys before checking or hanging your coat in a public place. Don't carry an address identification tag on your key chain.
- 8.** Invest in a burglar alarm. You may be eligible for an additional discount on your Liberty Mutual homeowners policy if you do so.

CRIME PREVENTION TIPS

Continued

- 9.** Give details of your absence only to relatives and close friends.
- 10.** Never allow strangers into your home without first asking for identification—then check it carefully.
- 11.** Take part in community anticrime programs. Report all suspicious activities in your neighborhood to the police. You might be able to prevent a burglary or halt one already in progress.
- 12.** Make sure your homeowners policy provides adequate coverage for your personal property.

CONTACT

Contact your Liberty Mutual representative, or our Customer Response Center at 1-800-526-1547. Representatives at our center are available to serve you after business hours and on Saturdays.



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For more information about Liberty Mutual and our personal insurance products, stop by one of our 400 local offices in the U.S. and Canada, call us at 1-800-526-1547, or visit us online at www.libertymutualinsurance.com.

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