

Property inventory worksheet

Use one record per item or group of similar items. Note estimates as estimates. Keep purchase evidence, photos and original records separately.

- ☐ Start with one room or area at a time.
- ☐ Record the item, quantity, make and model when known.
- ☐ Add approximate purchase date and original cost when available.
- ☐ Reference receipts, bank records, warranties or photos that support the entry.
- ☐ Describe the condition and visible damage without guessing at hidden damage.
- ☐ Keep a secure backup; avoid including full payment-card or bank-account numbers.

Room / area

Item / quantity / make / model

Purchase date / original cost (note if estimated)

Receipt / photo reference

General organizational aid only. Policy requirements and deadlines vary. This worksheet does not file a claim, establish coverage or create a representation agreement.

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Working record

Use additional copies as needed. Keep original evidence with your records.

Item / quantity	Purchase details	Condition / evidence reference

Further guidance: floodsmart.gov/recover/document-damage
Preparedness: noaa.gov/prepare-before-hurricane-season

For immediate danger call local emergency services (911 in the U.S.). Do not delay emergency assistance to complete this record.