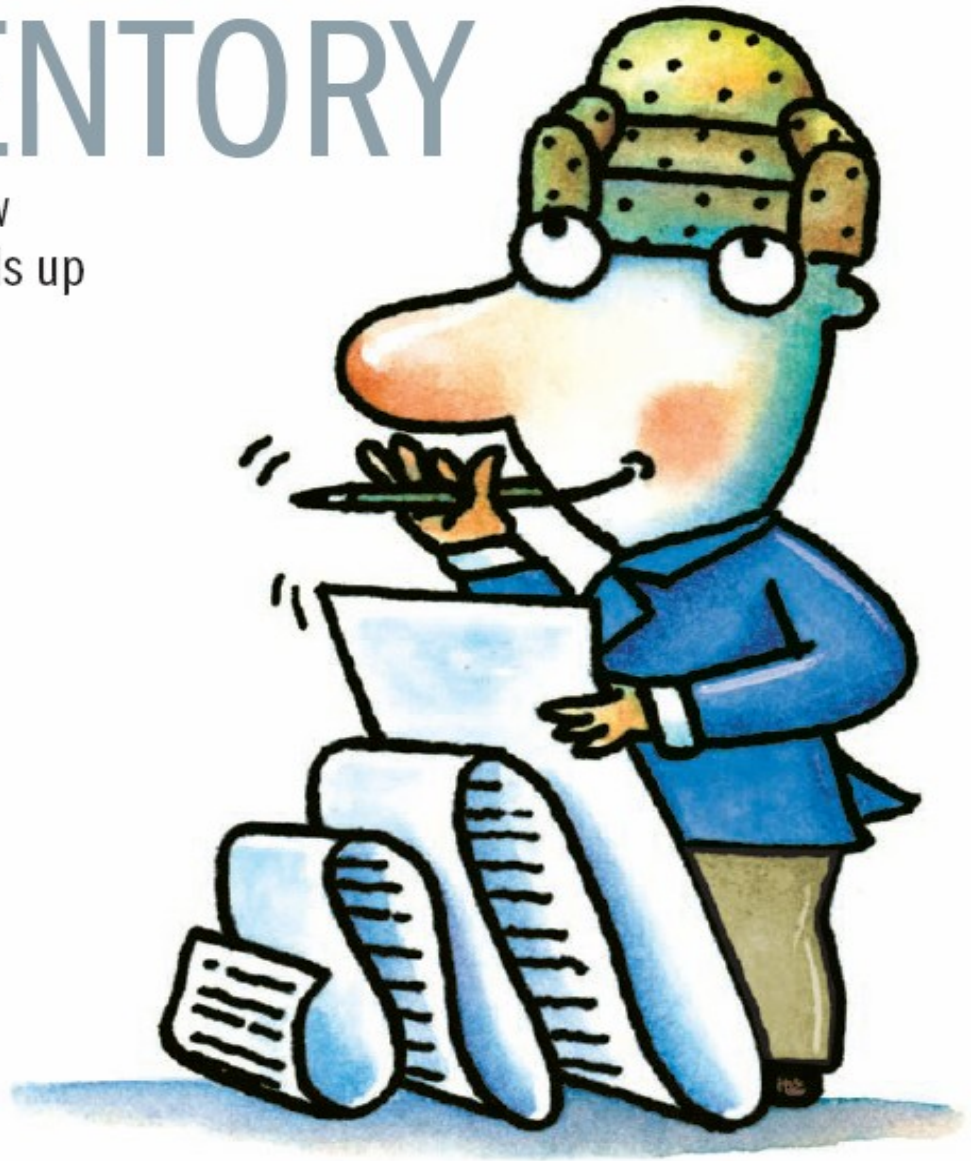


PERSONAL PROPERTY INVENTORY

It's amazing how
much stuff builds up
over time!



INSURANCE
BUREAU
OF CANADA



BUREAU
D'ASSURANCE
DU CANADA

CHAMBRE DE L'ASSURANCE
DE DOMMAGES



Insured... Professionally

DO YOU KNOW HOW MUCH YOUR POSSESSIONS ARE WORTH?

To avoid problems later on, use this form to make an inventory of your possessions. Once completed, contact your insurance broker or agent to obtain adequate coverage. When you purchase home or damage insurance, it is essential to be able to prove the value of your assets.

Store a copy of your inventory form in a safe place outside of your home. It is highly recommended that you include bills, photographs or a video of your assets. Receipts, warranties and instruction manuals also serve as proof in case of an insurance claim.

Once completed, this inventory form serves as a reminder in case you need to make a claim. Don't hesitate to include any other documents that you consider relevant.

PERSONAL INFORMATION

Name:	First name:	
Address:		
City:	Province:	Postal code:
Phone:	Phone (work):	
E-Mail:		

INSURANCE COMPANY INFORMATION

Name of your insurance company:
Name of broker or agent:
Policy number:
Broker's or agent's phone:
Broker's or agent's e-mail:

NOTE: Any modification for the purpose of reproducing this document is prohibited without having obtained, in advance, the authorisation of the Insurance Office of Canada and the Chambre de l'assurance de dommages.



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FAMILY ROOM AND REC ROOM

Sub-total Section 4

- \$

NUMBER OF ITEMS	DESCRIPTION	PURCHASE PRICE (approximate)		SERIAL NUMBER MODEL
		Value per unit	Total value	
	Furnishings			
	Bookshelves		- \$	
	Cabinets		- \$	
	Furniture		- \$	
	Shelves		- \$	
	Accessories			
	Audio-cassettes		- \$	
	Books		- \$	
	Carpets and rugs		- \$	
	CDs, records		- \$	
	Closet contents		- \$	
	Curtains, draperies and blinds		- \$	
	DVD		- \$	
	Fireplace accessories		- \$	
	Framed pictures		- \$	
	Lamps		- \$	
	Mirrors		- \$	
	Musical instruments (piano, violin, guitar...)		- \$	
	Paintings and prints		- \$	
	Toys		- \$	
	Video games		- \$	
	Videocassettes		- \$	
	Electronic equipment			
	Home theatre		- \$	
	Radio		- \$	
	Stereo system		- \$	
	Television		- \$	
	VCR, DVD player		- \$	
	Other			
			- \$	
			- \$	
			- \$	
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			- \$	
			- \$	
			- \$	
SUB-TOTAL 4			- \$	

OFFICE

Sub-total Section 12
- \$

NUMBER OF ITEMS	DESCRIPTION	PURCHASE PRICE (approximate)		SERIAL NUMBER MODEL
		Value per unit	Total value	
	Furnishings			
	Bookshelves		- \$	
	Filing cabinets		- \$	
	Furniture		- \$	
	Accessories			
	Art materials		- \$	
	Books		- \$	
	Briefcase		- \$	
	Clock		- \$	
	Office supplies		- \$	
	Paintings and prints		- \$	
	Software		- \$	
	Electronic equipment			
	Calculator		- \$	
	Camera, digital camera, reflex camera, accessories		- \$	
	CD-ROMs		- \$	
	Cellphone		- \$	
	Computer		- \$	
	Electronic agenda		- \$	
	Fax		- \$	
	MP3 player		- \$	
	Pager		- \$	
	Peripherals: printer, scanner, etc.		- \$	
	Photocopier		- \$	
	Radio		- \$	
	Sewing machine		- \$	
	Telephone		- \$	
	VCR, DVD player		- \$	
	Video camera		- \$	
	Other			
			- \$	
			- \$	
			- \$	
			- \$	
			- \$	
			- \$	
			- \$	
			- \$	
SUB-TOTAL 12			- \$	

VALUABLES

Sub-total Section 13
- \$

Use this space to record the items you did not include in the room-by-room inventory, e.g., jewellery, furs, artwork, collectibles, and so forth.

NUMBER OF ITEMS	DESCRIPTION	PURCHASE PRICE (approximate)		SERIAL NUMBER MODEL
		Value per unit	Total value	
			- \$	
			- \$	
			- \$	
			- \$	
SUB-TOTAL 13			- \$	Check the "Limitations" section of your contract

OVERVIEW: TOTAL COST OF POSSESSIONS BY ROOM

Living room	Sub-total 1	- \$
Dining room	Sub-total 2	- \$
Kitchen	Sub-total 3	- \$
Family room or Rec Room	Sub-total 4	- \$
Entryway and Hallway	Sub-total 5	- \$
Bathroom, Laundry Room	Sub-total 6	- \$
Master Bedroom	Sub-total 7	+ - \$
Basement and Exterior	Sub-total 8	- \$
Other Bedroom A	Sub-total 9	- \$
Other Bedroom B	Sub-total 10	- \$
Other Bedroom C	Sub-total 11	- \$
Office	Sub-total 12	- \$
Valuables	Sub-total 13	- \$
INVENTORY GRAND TOTAL (insurance coverage required)		= - \$

Do you have enough coverage for your possessions?

To avoid nasty surprises in the event that you need to make a claim, insure the full value of your possessions.

CREDIT CARDS

<input type="checkbox"/> MasterCard	<input type="text"/> Expiration: Telephone:	<input type="text"/> Expiration: Telephone:
<input type="checkbox"/> Visa	<input type="text"/> Expiration: Telephone:	<input type="text"/> Expiration: Telephone:
<input type="checkbox"/> American Express	<input type="text"/> Expiration: Telephone:	<input type="text"/> Expiration: Telephone:
<input type="checkbox"/> Other <input type="text"/>	<input type="text"/> Expiration: Telephone:	<input type="text"/> Expiration: Telephone:

NOTES AND COMMENTS

Completed by: _____ Date: _____

QUESTIONS? DON'T HESITATE TO CONTACT US!

ALL FOR ONE AND ONE FOR ALL

This is what insurance is all about.
In any insurance system, the premiums
paid by many are used to compensate
the few who suffer damages.

Insurance Bureau of Canada (IBC) is the association that represents property and casualty (P&C) insurers—the companies that insure your home, car and business against fire, accidents and other risks. Member companies provide about 90% of the P&C insurance sold in Canada.

800 Place-Victoria, Suite 2410
P.O. Box. 336, Stock Exchange Tower
Montreal (Quebec) H4Z 0A2

Insurance Information Centre
Montreal region 514 288-4321
Elsewhere in Quebec 1 877 288-4321

www.infoinsurance.ca

The mission of the Chambre de l'assurance de dommages is to ensure the protection of the public in the fields of damage insurance and claims adjustment. It oversees the compulsory development training of about 13,000 agents, insurance brokers and claim adjusters. To do so, it functions as preventive body and regulates the professionals who practice and the organisations that work in these fields.


999 de Maisonneuve Ouest, 12th floor
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Montreal region 514 842-2591
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DE DOMMAGES 
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HELP

How to print and save your property inventory

Follow the procedure to accept the macros included in the file and print your inventory.

- 1) Open the property inventory file that you have downloaded.
- 2) A security notification window will appear.
- 3) Click on the Yes box and the document will open.
- 4) Once you have filled out and registered your property inventory, go to the cover page of the form and click on "Print" to print and keep a copy in your archives.

Note: It is  recommended that you keep a copy of your property inventory outside of your home.

Filling In Your Property Inventory

The property inventory form has been designed to make things easy for you. You only have access to the required fields and the tabs allow you to easily move from room to room.

Furthermore, if you only have one of a given item, you don't have to type in the number in the corresponding field since the total number of possessions is automatically calculated based on a minimum of one item.

Here are the fields that must be filled out for each room in the house:

In the NUMBER OF ITEMS column, record how many of the specific item you own.

In the DESCRIPTION column, you can add items that do not appear on the standard list.

In the VALUE PER UNIT column, list the approximate value per item. The form calculates the total value automatically.

In the SERIAL/MODEL NO. column, record the brand, the model or the serial number.

Note: It is suggested that you append invoices, photographs and video footage of your possessions to the property inventory. Receipts, warranties and instruction manuals can also be used as supporting documents when making a claim.

Fill in the following fields in the "Credit Card" section:

Enter the number of credit cards from the same institution in the box (maximum 2).

Enter the 16-figure credit card number (without any spaces or hyphens).

Enter the credit card's expiry date and the phone number to call in case of loss or theft.

Begin your inventory

