

**Inventory Booklet Introduction**

If you have a burglary or fire at home, would you know exactly what is in your home, what you have lost and how much it would cost to replace it today to replace those items?

When people have the misfortune to experience one of these catastrophes, they usually discover other missing items that they should have claimed for, months after the claim has been submitted. People also tend to seriously under-value their possessions. On replacing lost items, they get a severe shock at the prices they are expected to pay, and if their claim does not fully cover the increase in replacement costs.

By detailing your possessions, with today's current values, you will ensure your possessions are fully covered and rest assured that, in the event of a loss, you will be able to replace them with similar items of the same quality.

**How to use the Inventory**

This inventory will help you stay fully insured year after year and we urge you to complete all the necessary information.

Use a soft pencil to write the replacement costs in the column headed Year one. Remember to include VAT, and allow for inflation over the next 12 months.

Next, total each column in each section. Transfer these totals to last page.

Add up all these totals to give you a grand total. This is the amount you should insure your possessions for.

We recommend that you write down the serial numbers of your television, video recorder, camera and other valuable electronic items. We have included a special Serial Numbers section for this purpose.

**Updating your policy**

Keep your assessment updated. If you add or replace any items over the next 12 months, update and change your totals by erasing old figures, and transfer them to the grand total page. Call your Insurance broker to adjust your cover to reflect these new purchases.

You should update your home inventory in this way every year. Use the column headed year two for this purpose. Remember, each year the values for your possessions should always increase due to inflation.

By keeping your home updated, you should never suffer from underinsurance.

**Keep it safe**

Keep this inventory with your policy document in a safe place. We also suggest that you keep all your receipts and invoices for purchases with your booklet and policy. They will help you with any claims you may make, any proof of purchase and assist in valuations.

<b>LOUNGE</b>	<u>YEAR 1</u>	<u>YEAR 2</u>
Lounge Suite	R	R







Heaters	R	R
Hairdryer	R	R
Shaving equipment	R	R
Towels	R	R
Toiletries & Cosmetics	R	R
Other	R	R
	R	R
	R	R
	R	R
<b>SUBTOTAL</b> Transfer subtotal to grand total page	<b>R</b>	<b>R</b>

<b><u>LAUNDRY</u></b>		
Curtains	R	R
Loose Carpets	R	R
Heaters	R	R
Washing Machine	R	R
Tumble Dryer	R	R
Iron & Ironing board	R	R
Vacuum Cleaner	R	R
Carpet Shampooer	R	R
Polisher	R	R
Other	R	R
	R	R
	R	R
<b>SUBTOTAL</b> Transfer subtotal to grand total page	<b>R</b>	<b>R</b>

<b><u>ENTRANCE HALL &amp; PASSAGE</u></b>	<b><u>YEAR 1</u></b>	<b><u>YEAR 2</u></b>
Curtains	R	R
Loose Carpets	R	R
Paintings	R	R
Loose Ornaments	R	R
Tables	R	R
Chairs	R	R
Linen	R	R
Other	R	R
	R	R
	R	R
	R	R
<b>SUBTOTAL</b> Transfer subtotal to grand total page	<b>R</b>	<b>R</b>

<b><u>KITCHEN</u></b>	<b><u>YEAR 1</u></b>	<b><u>YEAR 2</u></b>
Curtains	R	R
Loose Carpets	R	R
Heaters	R	R
Fridge	R	R
Freezer	R	R
Contents of fridge/freezer	R	R
Stove	R	R
Microwave	R	R
Dishwasher	R	R
Mixer/Blender	R	R
Toaster	R	R
Coffee machine	R	R
snackwich/waffelpan	R	R



Loose ornaments	R	R
Reading Lamps	R	R
Heaters	R	R
Tables/desks/chairs	R	R
Books/bookcase	R	R
Cabinets	R	R
Cameras	R	R
projector	R	R
Binoculars	R	R
Firearms/ammunition	R	R
Sewing machine	R	R
knitting machine	R	R
Overlocker	R	R
Collections	R	R
Craft equipment	R	R
computer equipment	R	R
Typewriter	R	R
Other	R	R
	R	R
	R	R
	R	R
	R	R
	R	R
<b>SUBTOTAL</b> Transfer subtotal to grand total page	<b>R</b>	<b>R</b>

<b><u>DOMESTIC QUARTERS</u></b>	<u>YEAR 1</u>	<u>YEAR 2</u>
Bed	R	R
Mattress	R	R
Linen	R	R
Curtains	R	R
Loose Carpets	R	R
Paintings	R	R
Loose ornaments	R	R
Reading lamps	R	R
Heaters	R	R
TV set	R	R
Video	R	R
Hi-Fi/CD/Tape Deck	R	R
CD's/Tapes/Records	R	R
Tables & Chairs	R	R
Wardrobes	R	R
Dresser	R	R
Bookshelf	R	R
Clothes	R	R
Footware	R	R
Suitcases	R	R
Stove/kettle	R	R
Other	R	R
	R	R
	R	R
<b>SUBTOTAL</b> Transfer subtotal to grand total page	<b>R</b>	<b>R</b>

<b><u>GARAGE &amp; WORKSHOP</u></b>	<u>YEAR 1</u>	<u>YEAR 2</u>
Bicycles	R	R
Camping Equipment	R	R
Braai equipment	R	R





