START HERE

Read this page first · it tells you where your files are and which one to open.

Where your files live

- Your files live in your Etsy account. Go to Etsy · Purchases · Download Files.
- Nothing ships. Your download is ready the moment your payment clears.
- Save a backup copy to your phone, computer, or cloud drive.

How to open everything

- PDFs open in any free PDF reader (phone, tablet, or computer).
- If your download arrives as a .zip, tap or double-click it to unzip, then open the files inside.
- The spreadsheet (.xlsx) opens in Excel or Google Sheets (free).

Which file is for what

- Flat US Letter PDF · print at home or at a copy shop.
- Flat A4 PDF · for A4 printers.
- Ink-friendly B&W US Letter PDF · saves ink, photocopies cleanly.
- Fillable PDF · tap-type on your phone, no printing required.
- Spreadsheet (.xlsx) · working formulas with demo data you can replace.

Your bonus file

A free A4 ink-friendly black-and-white version is linked in your Etsy thank-you message after purchase. The link is also the fastest way to re-download if you switch devices.

Stuck? Talk to a human

Message us here on Etsy and we will help you get it open. Tell us your device (phone, tablet, computer) and what you see on screen · that gets you a fix fastest.

The Moment This Solves

After a total loss, the adjuster wants every item, brand, and year · from a household that no longer exists. The time to make this list is before you need it.

How this inventory works

- Room by room, at walking pace. One room per sitting is fine · finished beats perfect.
- For each item: what it is, brand and model, year bought, what it cost or what replacing it would cost (your estimate, labeled as yours), and where its proof lives (photo, receipt, serial number).
- Photograph each room from the doorway, then each item group. The photo index in this kit ties photos to lines.
- Store a copy AWAY from the house (cloud, family member, work) · an inventory that burns with the house helps no one.
- Values in this kit are YOUR records and estimates, in your words. This kit states no valuation rule, depreciation schedule, or coverage term as applying to you.

Your household at a glance

Property address:

Inventory started (date):

Last full review (date):

Copy stored at (location / service):

Insurer / policy reference (from your paperwork):

This kit is a general organization tool. It is not legal or financial advice · consult an attorney or advisor about your situation.

How to Work Room by Room

The system that keeps a whole-house job from feeling like a whole-house job.

- [ ] Doorway photo first · one wide shot of the whole room before any close-ups.
- [ ] Work clockwise. Every wall, every surface, every drawer worth opening.
- [ ] Electronics and appliances: photograph the label with the model and serial number, not just the front.
- [ ] Open closets, cabinets, and storage bins. The forgotten boxes are still belongings.
- [ ] Mark each room DONE below when its page and photos are complete · partial rooms get finished next sitting.

Room	Done?	Photo set #	Date finished

Living Areas Inventory

Sofas, screens, and everything on the shelves · the rooms guests see are only half the value here.

Item	Brand / model	Year	Replace $ (yours)

'Replace $' is what YOU estimate replacing the item would cost today. Label estimates honestly, keep receipts where you have them, and never inflate · an accurate list is a credible list.

Kitchen & Appliances Inventory

Big appliances, small appliances, and the drawer full of tools nobody remembers buying.

Item	Brand / model	Year	Replace $ (yours)

- [ ] Appliance labels (model + serial) photographed for every major appliance.
- [ ] Small appliances counted, not guessed · open every cabinet.

Bedrooms, Clothing & Personal Items

Clothing is the most under-counted category in every loss · count it in groups, honestly.

Item / group	Count	Year range	Replace $ (yours)

- Group everyday clothing by type ('12 work shirts') with a group estimate · that is an honest method, and the photo shows the closet.
- List individually anything distinctive or high-value: coats, suits, instruments, collections.
- Jewelry and watches belong on the high-value page too, cross-referenced here.

Garage, Tools & Exterior Inventory

Tools walk away in every disaster cleanup because nobody wrote them down. Write them down.

Item	Brand / model	Year	Replace $ (yours)

- [ ] Power tools: brand and model off the housing, photographed.
- [ ] Outdoor items included: mower, grill, patio furniture, bikes, ladders.

Documents, Jewelry & High-Value Items

One page for the items that need more than a line: serials, documents, and where the originals live.

Item	Serial / ID (yours)	Proof I have	Original stored

Safe / lockbox location (general · e.g. 'primary bedroom'):

Copies of key documents stored at:

Appraisals I hold (item / date / where filed):

Write locations the way YOUR household needs them · this binder lives in your home, and its copy lives away from it. Never record passwords or PINs in this inventory.

Photo & Receipt Proof Index

The index that turns 'we owned that' into 'here it is.'

Photo set #	Room / items	Receipts filed?	Date taken

- [ ] Every inventory page has at least one photo set in this index.
- [ ] Receipts (paper or email) are filed by room, matching the inventory order.
- [ ] The away-from-home copy was updated after the last room was finished.

Totals, Review & Closeout

A yearly 30-minute review keeps this list true · new purchases in, gone items out.

Total replacement estimate, all rooms (from the spreadsheet): $

Date of last review:

Big purchases since last review (add their pages):

Items removed since last review (line them out, date it):

Next review due (my own reminder date):

Questions to ask a professional

- Ask your insurer or agent: does my coverage match the total on this inventory, and what documentation do you want kept?
- Ask an attorney or advisor: which items in my household deserve their own documentation or appraisal?
- Ask yourself yearly: if everything was gone tonight, could I hand over this file tomorrow?

This kit is a general organization tool with worksheets you complete from your own records and estimates. It is not legal or financial advice · consult an attorney or advisor about your situation. It states no valuation rule, depreciation schedule, or coverage term as applying to you.