



Checklist - Office or Den

On this list, jot down the brand name, make, model, serial numbers and the price of each item. Write a description and any other details you think might be helpful if you had to describe the object to an insurance agent or police officer.

ROOM	AREA	QTY	ITEM	NOTES
Office/den	Book/bookshelves		Books - reading and coffee table	
Office/den	Computers/peripherals		Software	
Office/den	Computers/peripherals		Blank CDs	
Office/den	Computers/peripherals		CD burner	
Office/den	Computers/peripherals		Computer - PCU	
Office/den	Computers/peripherals		Computer screen	
Office/den	Computers/peripherals		Keyboard	
Office/den	Computers/peripherals		Laptop	
Office/den	Computers/peripherals		Modem/cable	
Office/den	Computers/peripherals		Mouse	
Office/den	Computers/peripherals		Mouse pad	
Office/den	Computers/peripherals		Printer	
Office/den	Computers/peripherals		Software	
Office/den	Décor		Art and pictures	
Office/den	Décor		Baskets	
Office/den	Décor		Clock and/or clock radio	



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ROOM	AREA	QTY	ITEM	NOTES
Office/den	Décor		Diplomas, awards, certificates	
Office/den	Décor		Frames	
Office/den	Décor		Mirrors	
Office/den	Décor		Other	
Office/den	Décor		Frames/photos	
Office/den	Documents		Appliance manuals	
Office/den	Documents		Appliance warranties	
Office/den	Documents		Birth certificates	
Office/den	Documents		Business documentation	
Office/den	Documents		Car titles	
Office/den	Documents		House title	
Office/den	Documents		Insurance papers	
Office/den	Documents		Loan documents	
Office/den	Documents		Marriage license	
Office/den	Documents		Mortgage documents	
Office/den	Electronics		Calculator	



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ROOM	AREA	QTY	ITEM	NOTES
Office/den	Electronics		DVD/VCR player - DVDs, VHS collection	
Office/den	Electronics		Radio	
Office/den	Electronics		Sound system (wiring, speakers)	
Office/den	Electronics		TV	
Office/den	Equipment		Copier	
Office/den	Equipment		Fax	
Office/den	Flooring		Rugs (wall to wall or area), tile, wood, linoleum	
Office/den	Furniture		Armoire	
Office/den	Furniture		Book case - not attached to wall	
Office/den	Furniture		Chairs, stuffed chairs and cushions	
Office/den	Furniture		Coffee table	
Office/den	Furniture		Couch	
Office/den	Furniture		Desk	
Office/den	Furniture		Filing cabinets	
Office/den	Furniture		Office chair	
Office/den	Lamps		Ceiling - ceiling fan	



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ROOM	AREA	QTY	ITEM	NOTES
Office/den	Lamps		Desktop	
Office/den	Lamps		Floor	
Office/den	Lamps		Sconce	
Office/den	Lamps		Table	
Office/den	Lamps		Torchiere	
Office/den	Office supplies		Computer and printer stands	
Office/den	Office supplies		Desktop accessories (pen holder, in and out boxes, etc.)	
Office/den	Office supplies		Paper, printer ink, pens, pencils	
Office/den	Office supplies		PDA	
Office/den	Other			
Office/den	Other			
Office/den	Telephone		Answering machine	
Office/den	Telephone		Cell phone and charger	
Office/den	Telephone		Corded, handheld, handsfree	
Office/den	Window		Air conditioner	
Office/den	Window treatments		Shades, blinds, curtains	