



Home inventory FAQ

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4. What do I do with my home inventory list once it's finished?
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1. How do I fill out my Home Inventory form?

Most valuable items have a make, model and serial number. The make is the brand name; the model is the type (often a combination of numbers and letters); and the serial number identifies your specific item.

For example, you might have a Gateway laptop computer. The make is "Gateway." The model might be a name, a number, or a combination such as "M-152S." The serial number will be unique for that computer; it will have numerals and possibly letters. Model and serial number lengths will vary.

2. Where do I find the make, model and serial number?

In most cases, the model and serial number are located on the bottom or back of the item. Laptops often have them on the bottom; televisions may have them in the back. It will usually preface the model number with something like "Model No." and serial numbers with something like "Serial No."

It's very important to record the make, model and serial number of all valuables. Don't forget bicycles. The serial number's location will vary with different bikes, so you'll have to search. It should be somewhere on the main frame.

Don't forget that some of the valuables you use every day may have several items with individual makes, models, and serial numbers. For example: If you own a desktop computer, your monitor, keyboard, mouse, external speakers, and computer tower could each have their own make, model, and serial number.

3. What about valuables like jewelry?

If you have items which are valuable to you but don't have a make/model/serial number, it's a good idea to record all the distinguishing features and general information about the item that you can.

Take photographs of the item. If you're using a digital camera, save the pictures as small files attached to the inventory. (Consider "Save For Web.") Otherwise, consider getting them printed or developed and storing someplace safe (see #4 below).

If you have the pictures developed at another location, do not put your home address on the information you fill out at the store. That will reduce an opportunity for a thief to know where to find your items. Use your business address or another neutral address instead.



English: Attention. If you want help translating this information, call 612-673-3737
Spanish: Atención. Si desea recibir asistencia gratuita para traducir esta información, llame 612-673-2700
Somali: Ogow. Haddii aad dooneysa in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 612-673-3500
Hmong: Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu 612-673-2800
Sign Language: TTY 612-673-2626
If you need this material in an alternative format, please contact the Minneapolis Police Department at 612-673-2912.

4. What do I do with my home inventory list once it's finished?

It's important to keep a copy of your home inventory list in a safe, secure place. You may need the information for the insurance company or local police department. It's best not to keep the list in your home—for example, if there is a fire, you may lose it. Here are recommendations for storing your list in a safe place. Do what makes sense for you and your family. **Whatever you decide to do, make and keep a backup copy.**

Safe deposit box

If you have a safe deposit box, you can keep the jump drive and/or a printed copy of the list there. This way, regardless of what may occur at your home, you will always have access to the information.

Online/emailing

If you are technically savvy, one of the best solutions may be to zip, rar, or otherwise archive the list. Many programs that compress files will give you the option of password or pass-phrase protecting the item. Choose a password or pass-phrase that you will remember but that is not obvious (obvious passwords often include birth dates of you or loved ones, names of loved ones or pets, etc).

If you have an email address that you feel is secure, email that protected file to yourself. Most burglars are opportunists—it's unlikely that anyone would recover that file except you or someone close to you. Also, because this is online, you can access your list anywhere as long as you have an internet connection. Keep in mind that if you are using a free email system, your account can be deleted after a period of inactivity. Make sure you don't keep your only copy of the file available on an address that you may lose or that you think is somehow compromised.

Other locations

If you do not have a bank deposit box and are uncomfortable with keeping the file online, consider keeping a copy of the list at a trusted friend's or loved one's house, or another location that works for you. Keep in mind that if something happens at that location, you may lose your list if you don't have a backup.

It is best to keep a copy of the list in a secured and safe area other than your home.

5. Questions about crime prevention

For additional crime prevention resources please see:

www.minneapolismn.gov/police/crimeprevention/index.htm

To locate the crime prevention specialist and sector lieutenant for your neighborhood, visit www.minneapolismn.gov/police/crimeprevention/police_outreach_safe-teams or call 311 (612-673-3000).



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