

# RAETEX Home Inventory Service

## Preparation Guide

This guide has been provided to assist you in preparing for your home inventory by RAETEX.

Have your home as clutter free as you desire. The photographs are not for magazines but for inventory purposes. RAETEX personnel will not move furniture, disconnect appliances or unpack boxes to obtain photographs or identifying information.

Locate and have available any receipts, warranties or documents you want to include in your inventory.

Complete as much of the information on the data collection forms as you can. This will speed up the inventory process and reduce the amount of time RAETEX personnel spend at your residence. Item ID and Photos – do not complete these blanks.

Category – user defined list – separate form

Item Name – user defined

Room – user defined list – separate form

Retailer – user defined list

Manufacturer – user defined list –

Insurance information – user defined list – separate form

Definitions:

Category – a group of related items (appliances)

Item Name: a name that is meaningful to you. (Television)

Room: a name that you recognize. Instead of Bedroom 1 it could be Master Bedroom.

Retailer: name of business or store.

Manufacturer: name of maker of item.