



GRETNA JUNCTION

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HOME & HOUSEHOLD

The Home Inventory and Records Kit



Know what you own and where the supporting records are kept.

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FREE PLANNING PACK

AI-GENERATED CONCEPT ART / VISUAL EDITION 2026-10-30

JUNCTION RECORDS TOOLS

The Home Inventory and Records Kit

Know what you own and where the supporting records are kept.

Build a dated inventory and a private record-location index. The pack does not appraise property, determine insurance coverage or guarantee a claim outcome.

START HERE

1. Choose one room and give items simple reference codes.
2. Record descriptions from what you can verify.
3. Link to private photos or receipts using your own filenames.
4. Store the working copy and a separate protected backup.

Time to begin: 20 minutes for one room; continue in short sessions.

Free edition 1.0.0 | October 23, 2026

Included: six planning sections, four printable worksheet sets, eight editable CSV files, an offline HTML workbook, license and file manifest.

Print this PDF to write on the sheets. It has no fillable fields. Edit the CSVs in your own spreadsheet app; they contain no formulas. Keep completed copies privately.

THE PRACTICAL GUIDE

1. Work one room at a time

Choose a room or category small enough to finish. Give each item a reference such as LR-001 and write a plain description, quantity and observed condition. Record the date of the inventory so a later reader knows when it was checked.

NAIC's consumer home-inventory resource describes grouping belongings and using photos. This toolkit is an original, simpler planning format. It is not the NAIC app, an insurance form or an insurer-approved record, and it carries no third-party endorsement.

2. Separate facts from estimates

Use a receipt or other actual record for purchase details when available. If a date or amount is uncertain, label it as an estimate or leave it unknown. Do not convert a remembered price into a claimed current value.

The inventory does not calculate replacement value, depreciation or insurance limits. Ask the relevant insurer or qualified professional about the evidence needed for your own circumstances. Keep original documents privately and note their location rather than altering them to fit the worksheet.

THE PRACTICAL GUIDE

3. Make photos and receipts findable

Use the item's reference in a private photo or receipt filename. Note where the file is stored and whether it opens. A description such as 'private inventory folder / LR-001 photo' can be enough in the working sheet.

Do not publish images showing identity documents, account details, access codes or valuable-item locations. Avoid placing unrestricted sharing links in a copy that may circulate. Check who can access the actual folder; a worksheet label does not secure the underlying files.

4. Build a locator instead of duplicating documents

List a document category, where its original or authorized copy is kept, and who may need access. For example, record 'appliance warranty / private household folder' rather than copying its entire contents into the inventory.

Keep identification numbers, passwords, full financial account details and private family records out of this general locator. The sheet is not a legal instrument or authority for someone else to access documents. Use the actual consent and access arrangements that apply.

THE PRACTICAL GUIDE

5. Keep a separate protected backup

Save a copy somewhere appropriate that is separate from the only working device. Choose storage and access controls suited to the sensitivity of your records. Check that a permitted user can open the files when needed without making them public.

Write the backup date and a broad location reminder. Do not store the decryption key or account password in the same shared index. This pack supplies no cloud storage, automatic backup or disaster-recovery guarantee; you must maintain the actual copies.

6. Review after a meaningful change

Update the inventory after a significant purchase, disposal, move or change in storage. Mark an item removed rather than silently leaving an outdated entry. Retain supporting records according to your actual needs and applicable requirements.

Review one room at a time to keep the task manageable. If a loss occurs, follow your insurer's or the responsible authority's current process and preserve accurate evidence. The inventory supports organization; it does not determine entitlement, ownership disputes or claim acceptance.

WORKSHEET 1 OF 4

Room-by-room belongings inventory

Read the fictional example, then use the blank table below. The matching CSV provides more room for typing. Add rows in your own copy as needed.

FICTIONAL EXAMPLE	Replace with your own checked information.
Item reference / room	LR-001 / living room (fictional)
Description / quantity	Bookcase / 1
Purchase evidence / uncertainty	Receipt not found; date unknown
Observed condition / checked date	Record actual observation
Private photo or receipt reference	Private folder / LR-001

YOUR PRIVATE WORKING COPY

Item reference / room	Description / quantity	Purchase evidence / uncertainty	Observed condition / checked date	Private photo or receipt reference

Use a minimal reference in shared copies. Keep passwords, identification numbers, payment details and sensitive personal information elsewhere.

WORKSHEET 2 OF 4

Private photo and receipt index

Read the fictional example, then use the blank table below. The matching CSV provides more room for typing. Add rows in your own copy as needed.

FICTIONAL EXAMPLE	Replace with your own checked information.
Item reference	LR-001 (fictional)
Evidence type	Photo
Private filename / location	Private inventory folder; no public link
Access checked date	Not yet checked
Missing evidence / next action	Take a clear photo if appropriate

YOUR PRIVATE WORKING COPY

Item reference	Evidence type	Private filename / location	Access checked date	Missing evidence / next action

Use a minimal reference in shared copies. Keep passwords, identification numbers, payment details and sensitive personal information elsewhere.

WORKSHEET 3 OF 4

Document location index

Read the fictional example, then use the blank table below. The matching CSV provides more room for typing. Add rows in your own copy as needed.

FICTIONAL EXAMPLE	Replace with your own checked information.
Document category	Appliance warranty (fictional)
Private location reminder	Private household folder
Authorized access arrangement	Household's actual permissions
Last checked	Enter actual date
Question / next action	Check that the file opens

YOUR PRIVATE WORKING COPY

Document category	Private location reminder	Authorized access arrangement	Last checked	Question / next action

Use a minimal reference in shared copies. Keep passwords, identification numbers, payment details and sensitive personal information elsewhere.

WORKSHEET 4 OF 4

Inventory changes and backup record

Read the fictional example, then use the blank table below. The matching CSV provides more room for typing. Add rows in your own copy as needed.

FICTIONAL EXAMPLE	Replace with your own checked information.
Update / date	Example update (fictional)
Item or category affected	Living room
Actual change	Added checked item descriptions
Backup date / broad location	Backup not yet made
Next review	Check one more room next session

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Update / date	Item or category affected	Actual change	Backup date / broad location	Next review

Use a minimal reference in shared copies. Keep passwords, identification numbers, payment details and sensitive personal information elsewhere.

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NAIC consumer home inventory

<https://content.naic.org/consumer/home-inventory>

Context for room/category inventory and photographs; checked 2026-10-23. Our worksheets and prose are original.

Help and corrections

<https://gretnajunction.com/help?topic=billing>

Contact: contact@crownthrive.com