



## HOUSEHOLD PROPERTY INVENTORY

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Chief Randy Scott and the Columbia Police Department would like to assist you in safeguarding your personal property.

CPD is providing this "Inventory Form" so you can maintain records of your property. This way your valuables can be more easily identified in the event of theft or loss.

To begin protecting your property, immediately keep an itemized list of all valuables and store the inventory list in a safe place.

This inventory system can be provided to law enforcement agencies and insurance providers in the event of theft or loss.

CPD would also like to recommend attaching images and documents to the list such as photographs, sale receipts, warranties and appraisals to the inventory form.

Make additional copies of the form and store them in a safe place.

**Item Category** (Check one):

- |  |  |
|--|--|
| <input type="checkbox"/> Clothing, Jewelry & Accessories | <input type="checkbox"/> Electronics & Accessories |
| <input type="checkbox"/> Equipment, Tools & Machinery    | <input type="checkbox"/> Monies & Securities       |
| <input type="checkbox"/> Vehicles & Parts                | <input type="checkbox"/> Other Property            |

**Quantity:** \_\_\_\_\_ **Brand:** \_\_\_\_\_

**Model #:** \_\_\_\_\_ **Owner Applied # (OAN):** \_\_\_\_\_

**Serial/Tag#:** \_\_\_\_\_ **Date of Purchase:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Age of Item:** \_\_\_\_\_

**Item Detailed Description:**

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**Other Information:**

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This form is based on the *LeadsOnline* web-based Property Inventory System. If you have internet access please go to <https://reportit.leadsonline.com> and set up your own online inventory system.

**Item Category** (Check one):  Clothing, Jewelry & Accessories  Electronics & Accessories  
 Equipment, Tools & Machinery  Monies & Securities  
 Vehicles & Parts  Other Property

**Quantity:** \_\_\_\_\_ **Brand:** \_\_\_\_\_

**Model #:** \_\_\_\_\_ **Owner Applied # (OAN):** \_\_\_\_\_

**Serial/Tag#:** \_\_\_\_\_ **Date of Purchase:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Age of Item:** \_\_\_\_\_

**Item Detailed Description:**

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**Other Information:**

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**Item Category** (Check one):  Clothing, Jewelry & Accessories  Electronics & Accessories  
 Equipment, Tools & Machinery  Monies & Securities  
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**Quantity:** \_\_\_\_\_ **Brand:** \_\_\_\_\_

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**Item Detailed Description:**

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**Other Information:**

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