



Personal Property Inventory Horicon Police Department



Use the Personal Property Inventory to make a list of your valuable belongings and keep the list in a safe place. Should you become the victim of a burglary, you will be able to provide valuable information to law enforcement officers. The more information about an item, especially serial numbers, the better the opportunities for recovery. It is important to list model numbers with serial numbers as manufacturers may repeat serial numbers on the same type item of different models. You should photograph any item without a serial number.

Below is an example of how a sheet might be filled out. Also, you should update your inventory each time you obtain an additional item and review the sheet annually.

ITEM #	ITEM TYPE (STEREO, COMPUTER, ETC.)	BRAND/MAKE	MODEL NUMBER	COLOR	SIZE/CALIBER	SERIAL #	ENGRAVINGS/MARKINGS SELF APPLIED NUMBER	TOTAL VALUE
1	COMPUTER	DELL	DIMENSION 8100	BLACK	N/A	D-4560455-0QW45	N/A	\$1,000.00
FURTHER DESCRIPTION MINI-TOWER CASE WITH KEYBOARD								
2	MONITOR	DELL	P-879	BLACK	19 INCH	P-645-QUY-S6-PDM	N/A	\$400.00
FURTHER DESCRIPTION FLAT SCREEN								

PRINT CLEARLY

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