

Emergency Contents Inventory Checklist

Total Packout Solutions | Dallas–Fort Worth | 214-718-1685 | totalpackoutsolutions.com

Emergency Information

Date of loss

Property address

Type of loss

Insurance carrier

Claim number

Adjuster name

Adjuster phone / email

Restoration contractor

**Plumber / mitigation
company**

Rooms affected

Before You Clean or Throw Anything Away

- ☐ Take overview photos of every affected room
- ☐ Take close-up photos of damaged items
- ☐ Save HVAC filters if smoke is involved
- ☐ Save plumber reports if water or sewage is involved
- ☐ Save mitigation reports
- ☐ Save receipts
- ☐ Do not throw away items before documenting them unless there is an immediate safety issue
- ☐ Ask your adjuster what proof is needed before disposal

Room-by-Room Inventory

Copy additional pages as needed. Photograph each item before packing, cleaning, storing, or discarding.

Kitchen

[illegible]

Living Room

[illegible]

Dining Room

[illegible]

Primary Bedroom

[illegible]

Bedroom

[illegible]

Bathroom

[illegible]

Closets

[illegible]

Laundry Room

[illegible]

Garage

[illegible]

Attic

[illegible]

Storage Room

[illegible]

Office

[illegible]

Commercial Area

[illegible]

Damage Type Checklist

- ☐ Smoke odor
- ☐ Soot
- ☐ Ash
- ☐ Water contact
- ☐ Sewage contact
- ☐ Mold concern
- ☐ Rust
- ☐ Warping
- ☐ Swelling
- ☐ Staining
- ☐ Broken
- ☐ Odor
- ☐ Contamination
- ☐ Unknown / needs review

High-Value Items

- ☐ Artwork
- ☐ Rugs
- ☐ Antiques
- ☐ Jewelry boxes
- ☐ Watches
- ☐ Electronics
- ☐ Designer furniture
- ☐ Luxury clothing
- ☐ Handbags
- ☐ Shoes
- ☐ Musical instruments
- ☐ Tools
- ☐ Medical equipment
- ☐ Business equipment
- ☐ Collectibles

Documents to Save

- ☐ Photos and videos
- ☐ Receipts
- ☐ Online order history
- ☐ Credit card statements

- ☐ Appraisals
- ☐ Manuals
- ☐ Serial numbers
- ☐ Prior home photos
- ☐ Fire report
- ☐ Plumber report
- ☐ Mitigation report
- ☐ Smoke testing report
- ☐ Contractor estimate
- ☐ Insurance emails

When to Call Total Packout Solutions

Call Total Packout Solutions **before** damaged contents are cleaned, discarded, packed, stored, or replaced. We help with contents inventory, photo documentation, damaged contents lists, packout, cleaning coordination, climate-controlled storage, and pack-back after fire, smoke, water, sewage, storm, mold, and restoration losses.

Call 214-718-1685 • totalpackoutsolutions.com

This checklist is not legal or insurance advice. Coverage decisions are made by your insurance carrier and adjuster. This checklist is designed to help homeowners organize documentation before the contents side of the claim becomes confusing.