

# PROPERTY INVENTORY RECORD



**Owner:**

Compliments of the Peoria Police Department  
Emergency 911  
Non Emergency (623) 773-8311

# Instructions For Completing Inventory List

This form is intended for citizens to complete for use in the event they are the victim of a theft. The completed form will be helpful in the investigation and recovery of your property. Information listed on this form is required for a thorough theft investigation by the Peoria Police Department and will be useful should your insurance provider require documentation on stolen property.

1. Use the box titled “Item No.” to list your property.
2. Use the box titled “Qty” to list how many of the same items you own (e.g. 2 speakers).
3. Use the box titled “Article Type” to describe the general type of property (e.g. TV, Bracelet, power drill).
4. Use the box titled “Brand” to indicate the brand name of the property.
5. Use the box titled “Model” to indicate any specific model name or number on the property.
6. Use the box titled “Serial/ID No.” to record serial numbers or owner applied numbers on the property.
7. Use the box titled “Misc. Description” to add anything that would more completely describe the property for example color, metal types, scratches or damage, or any gems or engravings in jewelry.
8. Use the box titled “Approximate Value” to estimate the value of the property.





