**SPRINGFIELD POLICE DEPARTMENT**
**PROPERTY RECORD FORM**

**Page_____**

Homeowner's Name:_____ Case #_____

Homeowner's Address:_____

_____

Homeowner's Phone: _____

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If you are the victim of a burglary, it is important that you know the serial numbers of the items stolen. Without the positive identification made possible by a serial number --- or a unique number which you may engrave or mark on your property --- you may not be able to prove you are the rightful owner if the item is recovered from the thief.

Take a few minutes and record the description, serial numbers and value of those items which are most likely to be stolen. Many of them are listed for you on this form. If you have valuable jewelry, silver, antiques or art objects, take color photographs and note any marks, blemishes or features that make it uniquely identifiable. Keep your property record form and **photographs** with your insurance papers or in another safe place.

****For cell phones use the IMEI # that can be found under Settings->General->About.**

| HOUSEHOLD AND PERSONAL ITEMS | | | | |
|---|---|---|---|---|
| **ITEM** | **BRAND NAME** | **MODEL #** | **SERIAL OR OTHER #** | **$ VALUE** |
| TV | | | | |
| Laptop | | | | |
| DVR/VCR | | | | |
| Stereo | | | | |
| Game System | | | | |
| iPod | | | | |
| Camera | | | | |
| **Cell Phone**** | | | | |
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| POWER TOOLS, LAWN & GARDEN EQUIPMENT, MISCELLANEOUS | | | | |
|---|---|---|---|---|
| ITEM | BRAND NAME | MODEL # | SERIAL OR OTHER # | $ VALUE |
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| AUTOMOBILES, MOTORCYCLES, RV's, BICYCLES | | | | | |
|---|---|---|---|---|---|
| MAKE | YEAR | MODEL | VIN # | LICENSE # | $ VALUE |
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| FIREARMS | | | | | |
|---|---|---|---|---|---|
| MAKE | MODEL | CALIBER | SERIAL # | COLOR | $ VALUE |
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**Since most jewelry items do not have a serial number, keeping a photo record of items is the best practice. If items are stolen you can attach photographs, along with this form, to your report.**

| JEWELRY | | | |
|---|---|---|---|
| **DESCRIPTION** (**color**, (**metal**: white gold, yellow gold, platinum, silver), **carats**) | **UNIQUE MARKINGS** (stones, markings) | **SERIAL #** (if applicable) | **$ VALUE** |
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| OTHER ITEMS | | | | |
|---|---|---|---|---|
| **ITEM** | **BRAND NAME** | **MODEL #** | **SERIAL OR OTHER #** | **$ VALUE** |
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