

Room/Item	Walk Thru Quantities	Move Out Quantities	Notes
OFFICE/AREA			
Desks			
Return Desk			
Mobile File			
Lateral File			
Credenza			
Hutch for Files			
Desk Chairs			
Conference Chairs			
Conference Table			
Artwork			
Rugs			
Book case			
Lamps			
40 or 50 Tall File			
TV			
Computer Monitors			
Printers			
Other			
APPLIANCES			
Refrigerator			
Washer			
Dryer			
Stove			
Wine Chiller			
Other			
PATIO AREA / OTHER MISCELLANEOUS			
Table			
Chairs			
Umbrella			
End Table			
BBQ Grill			
Treadmill			
Elliptical			
Sofa			
Up Right Piano			
Other			

Comments: _____

Clients Signature: _____ Date: _____