

**BUSINESS PERSONAL PROPERTY INVENTORY - BY LOCATION**

Business Entity Name \_\_\_\_\_  
 Premises Address \_\_\_\_\_  
 Date Prepared \_\_\_\_\_

Category/Item:	Description:	Qty	Replacement Cost New (RC) / Per Item	Total RC	Category Total
<b>Furniture &amp; Fixtures</b>					
Workstation/Cubicle(s)					
Workstation Chair(s)					
Workstation Accessories					
Executive Desk(s)					
Executive Credenza(s)					
Executive Chair(s)					
Bookcase(s)					
Tables					
Sofas/Club Chairs					
Executive Accessories					
Framed Prints/Artwork					
Decorative Accessories					
Lamps/Task Lighting					
Meeting Room Furniture					
Accessories					
Lunch/Break Room Furniture					
Appliances					
Accessories					







