# CERTIFIED INVENTORY - Nonresidential

Right of Way Manual, Chapter 10, Section 10.05.05.00

The Certified Inventory can be prepared by the owner, the Agent, or a consultant (usually reserved for complex inventories). All inventories must be in writing, signed by the owner, and verified by the Agent. The Agent should accompany the owner and/or consultant during the preparation of the list. This is an excellent opportunity to take photographs, video recordings, and additional notes for the RAP file.

The inventory should be prepared three times during the relocation process:

1. Within 30 days of the First RAP Call (to determine the type of moving issues to be resolved).
2. Within 30 days of requesting bids from moving companies and/or consultants.
3. Within 2-3 days of the actual move.
   Note: Changes may require an adjustment to the bid to reflect significant additions or deletions in the personal inventory, or the manner in which the property is dismantled and/or reassembled. Changes to the bid because of delays in the move must be processed through the RAP Senior.

The inventory should also be used when monitoring the move from the displacement site to the replacement site. The moving agreement should include a provision to adjust the total cost to reflect significant additions or reductions in the personalty.

Here are a few suggestions for the RAP Agent to consider when preparing and/or verifying the inventory:

1. Draw a floor plan. It can be a simple freehand sketch showing the location of items, access routes, approximate measurements, etc. Check the appraisal as well.
2. Take photographs or video recordings of all major items or groups of items.
3. Have the business owner participate in describing the type and amount of the particular items listed in the inventory.
4. Ask questions about items that are unfamiliar to you, or the intentions of the business. How is this fastened? How could it be moved? Do you plan to move it? Does it have a safety sticker? Etc.
5. Do not rely solely on a "paper" inventory that the business keeps as a regular business record. Take a physical count.
6. Use specific units of measurement to describe items. Example: Six 8′ x 3′ x 6″ gray metal shelves. Use cubic feet, linear feet, pounds, etc.
7. Note the condition of items or special circumstances that are relevant to the move method or cost (e.g., how the machines are affixed to the floor, special leveling and/or calibration required, OSHA requirements).
8. Do not feel compelled to define special move methods or solve move problems while taking the inventory. This is a task for the moving companies and/or consultants to address.

9. Note the items that are of questionable status as to "realty" vs. "personalty" (e.g., fixtures, trade fixtures, certain machinery, or improvements pertaining to the realty). Check the appraisal report and/or discuss it with the appraiser. Also check with the acquisition agent to determine if the items are to be moved (to avoid a duplication of payment) or acquired.
10. Describe items sufficiently so the mover can identify them. Use headings to group associated items or major areas of the premises.
11. If the inventory appears to be too scattered, diverse, disorganized, or intermixed to take an accurate count, break it down into manageable sections. Anything that is tangible can be counted and categorized.
12. The inventory of any ongoing business will change, sometimes significantly, before the move occurs. Anticipate this by flagging items that you or the business operator think might increase or decrease in quantity.
13. Have the inventory typed and reproduced before it is signed by you and the owner. Not everyone can read handwriting.
14. Ask the business owner to certify the accuracy of the inventory as of the date it was performed, including any revisions.
15. Flag those items that are candidates for a direct loss of tangible personal property claim or a purchase of substitute property claim. Discuss these possibilities with the business owner.