



INVENTORY DATABASE · HOW TO USE THIS TOOL

Last updated: May 20, 2026

The **FF&E** OPTIMIZER is a working tool we provide as a courtesy to help you organize the furniture, fixtures, and equipment in the commercial property you are preparing to sell. It lets you build an inventory floor by floor and room by room and produces a clear summary you can share with your tax, legal, and brokerage team.

OPENING THE TOOL

When you click the link we send you or on our website, the **FF&E** OPTIMIZER opens in your web browser. There is nothing to install. On the first screen you will enter your name and company and accept a short disclaimer — then you are in. You can use it on a computer, tablet, or phone.

BUILDING YOUR INVENTORY

- **Add a floor, then add rooms to that floor.** Give each room a name and choose its type. The more detailed the better the estimate.
- **Add items to each room.** For each item, note the manufacturer, condition, and quantity. The tool estimates value based on what you enter.
- **Watch the running totals.** The tool keeps a live estimate of replacement value, current value, and removal cost as you work.

SAVING YOUR WORK — PLEASE READ THIS

Your work is saved automatically in your browser on the device you are using. If you close the tab and reopen the same link on the same computer, your inventory will still be there.

- **To keep a backup or move your work, use “Save Project File.”** This downloads a file named with your property. Keep it somewhere safe.
- **Important:** the saved file is a *project file*, not a document. Double-clicking it will not open the tool. To continue working, open the **FF&E** OPTIMIZER first, then use “Open Project File” to load it back in.

SHARING YOUR INVENTORY

- **Print Summary** produces a clean document you can save as a PDF or print — ideal for sharing or for your records.
- **Export CSV** produces a spreadsheet of the data — useful for your accountant.

PLEASE KEEP IN MIND

This tool provides estimates based on general market data and the condition you assess. It is not an appraisal. Final decisions should rely on your qualified appraiser, tax advisor, attorney, and broker. We are glad to help — please reach out with any questions.

Contact: Questions regarding the **FF&E** OPTIMIZER or these terms may be directed to Spark Realty at 435-229-1990