

Asset Register for Property

Property Information

Property Name	Sunrise Apartments	Location	123 Greenfield Street, CityTown
Owner	ABC Properties Ltd.	Date Prepared	10 June 2024

Asset Register

#	Asset Description	Asset Tag/ID	Acquisition Date	Location within Property	Status	Value (USD)	Condition	Remarks
1	Refrigerator	AS-001	2021-05-18	Unit 101 - Kitchen	In Use	800	Good	Annual maintenance scheduled
2	Central Air Conditioner	AS-002	2022-04-10	Main Utility Room	In Use	2500	Excellent	-
3	Fire Extinguisher	AS-003	2023-09-01	Lobby	In Use	90	Good	Check expiry annually
4	Elevator	AS-004	2020-01-12	Lift Shaft	Under Maintenance	12000	Average	Repairs ongoing
5	Security Camera - Main Entrance	AS-005	2023-02-15	Main Entrance	In Use	350	Good	Last checked: 2024-04

Sign-Off

Prepared By		Date	
Reviewed By		Date	

Important Notes

- This register should be updated regularly to reflect asset acquisition, disposal, or change in condition.
- Proper documentation supports asset security, maintenance, and insurance processes.
- Keep supporting documents (invoices, warranties) for all listed assets.
- Regular audits are recommended to ensure the register's accuracy and integrity.