

Asset Register for Property

Register Name

e.g. Main Building Asset Register

Property Address

e.g. 123 Main Street, City

Prepared By

Your Name

Date

Asset No.	Description	Location	Purchase Date	Value	Condition	Serial No./ID	Remarks
001	Air Conditioner	Lobby		\$1,200	Selec ▾	SN1234	--
					Selec ▾		

General Notes

Additional information, e.g., asset warranties, inspections, insurance details, etc.

Important Notes:

- This register should be reviewed and updated regularly to ensure accuracy.
- Keep supporting documents (invoices, receipts, warranties) for each asset where possible.
- Accurate completion of location and condition fields is critical for tracking and maintenance.
- Use serial numbers or asset tags for unique identification.
- An up-to-date asset register supports property management, insurance claims, and compliance.