

Asset Register for Property

Property: 123 Main Street, Springfield

Asset ID	Description	Location	Purchase Date	Cost (USD)	Condition	Status	Remarks
001	Refrigerator	Kitchen	2021-03-15	900	Good	In Use	-
002	Air Conditioner	Living Room	2020-06-10	1200	Excellent	In Use	Serviced 06/2023
003	Dining Table Set	Dining Area	2019-12-01	450	Good	In Use	-
004	Microwave Oven	Kitchen	2022-07-20	180	Good	In Use	-
005	Washing Machine	Laundry	2021-05-28	400	Fair	In Use	Minor repairs needed

Important Notes

- This register should be updated regularly to reflect asset additions and disposals.
- Record asset condition and status during periodic inspections.
- Store supporting documents (invoices, warranties) for each asset, where possible.
- Assign unique Asset IDs for traceability and easy referencing.
- Protect online files with appropriate access controls.