

Asset Register for Property: Inventory Record Sheet

Property Details

Property Name/Address

Date

Completed By

Inventory Record Table

No.	Description of Asset	Asset ID / Serial No.	Location	Date Acquired	Condition	Estimated Value	Remarks
1	Refrigerator	FR-2023-087	Kitchen	2023-02-15	Good	\$550	None
2	3-Seater Sofa	SF-2021-014	Living Room	2021-09-10	Fair	\$200	Slight fabric tear
3	Dining Table (6 chairs)	DT-2019-078	Dining Area	2019-08-06	Good	\$350	
4	Microwave Oven	MW-2022-056	Kitchen	2022-11-23	Excellent	\$120	
5	Queen Bed Frame	BF-2020-006	Master Bedroom	2020-04-18	Good	\$180	

Important Notes

- This register should be reviewed and updated regularly to ensure all assets are recorded accurately.
- Include detailed descriptions and identifiers (e.g., asset ID, serial numbers) for traceability.
- Record the condition of each item; update as condition changes over time.
- For lost, damaged, or disposed assets, ensure updates are reflected in the register promptly.
- Keep this document securely and share updates with relevant stakeholders.