

Asset Register for Property

Property Listing Table

#	Asset Name	Property ID	Location / Address	Owner	Date Acquired	Current Value	Status
1	Office Building	PROP-001	123 Main St, Cityville	ABC Corp	2018-05-12	\$2,500,000	Active
2	Warehouse	PROP-002	45 Industrial Rd, Suburbia	XYZ Holdings	2020-11-02	\$1,150,000	Leased
3	Retail Shop	PROP-003	78 Market Ave, Downton	Retailers Ltd	2016-07-21	\$800,000	Active

Important Notes

- This register must be updated regularly to reflect changes in ownership, status, or valuation.
- Ensure asset entries are accurate and supported by relevant documents (e.g. title deed, valuation reports).
- Asset register assists in compliance, insurance, and audit processes.
- Include only properties verified and authorized by the organization.
- Protect sensitive property information and comply with data protection policies.