

Asset Register for Property

Property Name/Address: _____
Date: _____

Prepared By: _____
Reference No.: _____

Asset Register Table

No.	Asset Description	Asset ID / Serial No.	Location	Date Acquired	Purchase Cost	Condition	Responsible Person	Remarks
1				/ /				
2				/ /				
3				/ /				

Important Notes

- Ensure all assets are accurately listed and updated regularly.
- Keep supporting documents (invoices, warranties) for each asset.
- Review and verify asset conditions and locations periodically.
- Assign responsibility for each asset to a designated staff member.
- Maintain confidentiality of sensitive asset information.