

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.