Property Inventory Template

General Information:
[ ] Date of Inventory: _____________________
[ ] Inventory Location(s): _____________________
[ ] Inventory Responsible Person: _____________________

Property Details:
*Use additional rows as needed to list individual properties.*

[ ] Property Name/Description:
_______________________________________________________

[ ] Serial/Identification Number: _____________________
[ ] Purchase Date: _____________________
[ ] Purchase Price: _____________________
[ ] Current Value: _____________________
[ ] Location: _____________________
[ ] Condition: _____________________
[ ] Maintenance Records: _____________________
[ ] Warranty Information: _____________________
[ ] Insurance Coverage: _____________________

Property Categories:
*Assign properties to relevant categories (e.g., electronics, furniture, vehicles).*

Category 1: _____________________________________________
List properties in this category.
Category 2: _____________________________________________
List properties in this category.
Category 3: _____________________________________________
List properties in this category.
Additional Categories: _____________________________________________
List properties in additional categories as needed.

Property Status:
[ ] Owned
[ ] Leased/Rented
[ ] Borrowed
[ ] Donated
[ ] Other: _____________________

This Property Inventory Template was created by Connecteam - the easiest way to manage your employees in one place
Property Documentation:

[ ] Attach scanned copies of purchase receipts, warranties, and maintenance records.
[ ] Include digital copies of documents.
[ ] Provide links to online documentation or cloud storage locations, if applicable.

Notes and Additional Information:

[ ] Use this section for additional comments, notes, or specific details about individual properties.

Asset Photos:

Attach photos of each property for visual reference.

Signatures:

Property Owner/Responsible Person: ___________________________  Date: ______________
Reviewed by (if applicable): ___________________________  Date: ______________