

Property Inventory Template



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: _____

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: _____