

Management

Residents Asset Register

Form no: 7.0.11

Resident Name: _____

Resident Room No: _____

Date Admitted: _____

Please complete the following table listing the assets you will be bringing into Eva Tilley.

Asset Type: eg. TV, video, furniture	Details:	Estimated Value:

Please note: It is the responsibility of residents that all electrical appliances (including new appliances) must be checked and tagged by a qualified electrician prior to entry. Upon admission, any further tagging of electrical appliances will be organised through reception and a \$10 charge per item will apply which will appear on the monthly “Trust” account.

(Please indicate by ticking the relevant box)

Electrically Tagged: **YES** **NO**

(Please circle one: Tagged prior to entry/Tagged upon admission into Eva Tilley)

Date items tagged: _____

Person tagged by: _____

Admin Use only: No. of Items tagged: _____ Cost: _____