

Preparing the Asset / Data Collection List

The first part of any machinery appraisal is making sure your asset / machinery list is up to date and as complete as possible. Many times we see this list several years outdated and with vague references to the equipment, this often leads appraisers to charge more as they find equipment while on site or worse to inflate the price going in because they know the asset list is poor and they are hedging their bets. Both of these scenarios will cost you more \$'s than needed.

Let's start by looking at what the perfect asset list should look like. There are some key elements to a perfect asset list that if followed could easily **save your business thousands of dollars** on a machinery appraisal (at least when dealing with us...). Here are the components of a perfect asset list:

- General Item / Property Name – Example: Bulldozer, Computer, Address of Property, General Description of Improvement, Etc.
- Location of Item or Property (If Applicable or if Item is not onsite - add into Description Box)
- Make of Item – Caterpillar, Dell, Etc.
- Model of Item – Example: D-11, Inspirion M17, Etc.
- Year of Item – Year the Equipment was Manufactured
- Description: Includes - Serial Number, Vin, General Description, Specifications, and Options Included
- Year of Purchase
- Cost to Purchase
- Current Depreciation Amount (Not needed by us)
- Item Tag / Internal Asset Number (If Applicable put into the Type / # Column)
- General Specifications of the Machine – I.E. Size, Weight, Specifications, Options (Add into the Description Column)




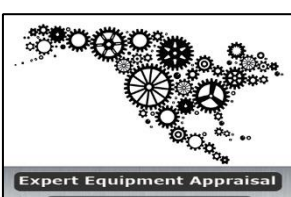

Remember: More information is Better

For Picture Insertion: Right Click inside the Picture Box to Change a Photo - Generally we may also require a full size photo of the item that can be zoomed in on. Please contact us on the best way to send that large amount of data over to our offices.

To Add More Pages:

To add more sections Highlight an entire Page (All of the CELLS) and click copy (Right click mouse) - then click paste (Right click Mouse) as many times as needed at the start of a new page (Shortcut keys are {CNTRL C} to copy and {CNTRL V} to Paste). It will look like this when you have it all highlighted for copy.

EXAMPLE

#	Make	Model	Year	Description	Fair Market Value	Orderly Liquidation Value	Forced Liquidation Value	Research	Picture
1	(Make)	(Model)	Year	Hours/Miles: xxxxxx, Vin/SN:XXXXXXXXXXXXXXXXXX, Options: xxxxxx xxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx	\$0	\$0	\$0	Condition: Good, Life: 10 Years Research: MachineryTraderOnline, SterlingMachinery, Ebay, CommercialTruckTraderOnline Avr: 10K - 20K / Market Data	
2	(Make)	(Model)	Year	Hours/Miles: xxxxxx, Vin/SN:XXXXXXXXXXXXXXXXXX, Options: xxxxxx xxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx	\$0	\$0	\$0	Condition: Good, Life: 10 Years Research: MachineryTraderOnline, SterlingMachinery, Ebay, CommercialTruckTraderOnline Avr: 10K - 20K / Market Data	
3	(Make)	(Model)	Year	Hours/Miles: xxxxxx, Vin/SN:XXXXXXXXXXXXXXXXXX, Options: xxxxxx xxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx	\$0	\$0	\$0	Condition: Good, Life: 10 Years Research: MachineryTraderOnline, SterlingMachinery, Ebay, CommercialTruckTraderOnline Avr: 10K - 20K / Market Data	
4	(Make)	(Model)	Year	Hours/Miles: xxxxxx, Vin/SN:XXXXXXXXXXXXXXXXXX, Options: xxxxxx xxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx	\$0	\$0	\$0	Condition: Good, Life: 10 Years Research: MachineryTraderOnline, SterlingMachinery, Ebay, CommercialTruckTraderOnline Avr: 10K - 20K / Market Data	
5	(Make)	(Model)	Year	Hours/Miles: xxxxxx, Vin/SN:XXXXXXXXXXXXXXXXXX, Options: xxxxxx xxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx	\$0	\$0	\$0	Condition: Good, Life: 10 Years Research: MachineryTraderOnline, SterlingMachinery, Ebay, CommercialTruckTraderOnline Avr: 10K - 20K / Market Data	

Optional Form

Item Number / Asset Number	
Type	
Manufacturer	
Model No.	
Serial No.	
Condition: <ul style="list-style-type: none">▪ Is this machine working well?▪ Does it need anything presently?▪ Has any major repair been done lately?▪ Is there a regular service schedule on this machine?▪ Have there been any upgrades made?▪ Have there been any special accessories added?▪ Do you keep maintenance records?▪ If so, can I get a copy?	
Comments / Options	
When Purchased	
Purchased New or Used	
Amount Paid	

Optional Form

Item # / Picture Number	Type/General Item Name	S/N or VIN	Manufacturer/Make
Model	Year (Year Manufactured)	Mileage/Hours of Use	Condition
			<input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Scrap
Year Purchased (If Offered)	Purchased New or Used	Purchase Price (If Offered)	Clients Expected Value
	<input type="checkbox"/> New <input type="checkbox"/> Used		(If they will Give it) \$
Detailed Description - Ask about recent maintenance also (Example: Recently Rebuilt Engine , Etc.)			
What Options are Included / Installed (If Any)			