

Handover Protocol

Documentation of Condition at Handover

Instructions:

1. First fill out the property details
2. Inspect all areas
3. Check the condition for each item
4. Add remarks where necessary
5. Take photos of all areas
6. Sign at the end
7. Send the protocol to: chriskranz88@googlemail.com

PROPERTY DETAILS

Address (Street, Postal Code, City)

Property Type

☐ Entire Apartment ☐ Room

Room Number / Description (if applicable)

ROOM

Walls

☐ Excellent ☐ Minor Wear ☐ Damaged ☐ Missing

Remarks:

☐ Please take photos of: Walls

Floor

☐ Excellent ☐ Minor Wear ☐ Damaged ☐ Missing

Remarks:

☐ Please take photos of: Floor

Windows

☐ Excellent ☐ Minor Wear ☐ Damaged ☐ Missing

Remarks:

☐ Please take photos of: Windows

Cleanliness

☐ Excellent ☐ Minor Wear ☐ Damaged ☐ Missing

Remarks:

■■ FURNITURE

Bed

■ Excellent

■ Minor Wear

■ Damaged

■ Missing

Remarks:

■ Please take photos of: Bed

Desk

■ Excellent

■ Minor Wear

■ Damaged

■ Missing

Remarks:

■ Please take photos of: Desk

Chair

■ Excellent

■ Minor Wear

■ Damaged

■ Missing

Remarks:

■ Please take photos of: Chair

Wardrobe

■ Excellent

■ Minor Wear

■ Damaged

■ Missing

Remarks:

■ Please take photos of: Wardrobe

■■ COMMON AREAS

Kitchen

■ Excellent

■ Minor Wear

■ Damaged

■ Missing

Remarks:

■ Please take photos of: Kitchen

Bathroom

■ Excellent

■ Minor Wear

■ Damaged

■ Missing

Remarks:

■ Please take photos of: Bathroom

Hallway

■ Excellent

■ Minor Wear

■ Damaged

■ Missing

Remarks:

■ Please take photos of: Hallway

■ KEYS

Number of keys handed over

■ Excellent

■ Minor Wear

■ Damaged

■ Missing

Remarks:

■ Please take photos of: Number of keys handed over

■ METER READINGS

Electricity Meter

■ Excellent

■ Minor Wear

■ Damaged

■ Missing

Remarks:

■ Please take photos of: Electricity Meter

Water Meter

■ Excellent

■ Minor Wear

■ Damaged

■ Missing

Remarks:

■ Please take photos of: Water Meter

■ Signatures & Date

Outgoing Tenant (Name):

Incoming Tenant (Name):

Handover Date:
