

■ 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:
