

# Property Handover Protocol

The purpose of this protocol is to outline the process and conditions for the handover of the leased property from the landlord to the tenant. All parties involved should be present during the handover process to inspect the property's condition and address any concerns.

Both the landlord and the tenant should conduct a thorough inspection of the property together. The inspection should cover all areas of the leased property, including the living room, kitchen, bedrooms, bathrooms, balcony (if applicable), and any other designated spaces. Any missing or damaged items should be noted and mutually agreed upon.

## Property details

Property address of leased property: \_\_\_\_\_

Document is filled up upon

Move in | Date \_\_\_\_\_  Move out | Date \_\_\_\_\_

## Personal details

**Landlord**

**Tenant**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

## Meter Reading

	Meter reading move in	Meter reading move out
<b>Electricity</b>		
<b>Gas</b>		

## Keys


Number of keys \_\_\_\_ received during move in.

Number of keys \_\_\_\_ received during move out.

## Damage

During the inspection of the property

- no damages were detected
- the following damages were detected

Components	Damage			
	Yes	No	Comment	
Doors & locks	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Windows & blinds	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Walls	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Carpets / Floors	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Lights & switches	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Outlets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Appliances	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Electrical appliances	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Sanitary installations	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Heating/Cooling	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Furniture	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Bedding	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Kitchen Equipment	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Plumbing	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>


Humidity	Move in	Move out	
Walls	YES / NO	YES / NO	<input type="checkbox"/>
Celling	YES / NO	YES / NO	<input type="checkbox"/>
Floors	YES / NO	YES / NO	<input type="checkbox"/>

Photo / video evidence of any damages or remarks should be sent to the landlord/the tenant, making it easier to resolve any issues surrounding damage at the end of the tenancy.

**Additional Comments:**

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**Confirmation**

Both parties have received a copy of this handover document

- Yes
- No

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Landlord signature

\_\_\_\_\_  
Tenant signature

\_\_\_\_\_  
Witness name

\_\_\_\_\_  
Witness signature