Sample Handover Protocol

Address of object _____

Name and address of the landlord/tenant _____

_____

☐ Move-in ☐ Move-out ☐ Other: _____

Meter reading

Electricity   Meter number: [   ]   Meter reading [   ]

Gas   Meter number: [   ]   Meter reading [   ]

Water   Meter number: [   ]   Meter reading [   ]

Heating   Meter number: [   ]   Meter reading [   ]

Return of keys (Number of keys)

Key to the house:	Apartment keys:	Mailbox keys:
Basement keys:	Other keys*:	Missing*:

*which keys?

_____

All named keys were given to the landlord/tenant.   ☐ Yes   ☐ No

Inspection

During the inspection of the property on ⸺⸺⸺⸺⸺⸺⸺ (Date)

☐ no   ☐ the following damages were detected:

	No damages	Damages/Comments
1. Entrance/Corridor		
2. Kitchen		
3. Bathroom/Toilet		
4. Living room		
5. Balcony/Terrace		
6. Bedroom		
7. Office		
8. Basement		
9. Garage		
10. Garden		
11. Other rooms		

Comments:

Confirmation

Both parties have received a copy of this handover certificate   ☐ Yes ☐ No

Date: ⸺⸺⸺⸺⸺   Landlord: ⸺⸺⸺⸺⸺⸺⸺⸺⸺⸺⸺⸺⸺

Tenant: ⸺⸺⸺⸺⸺⸺⸺⸺⸺⸺⸺⸺

Witness (if there): ⸺⸺⸺⸺⸺⸺⸺⸺⸺⸺