



Apartment Handover Protocol

as an annex to the rental agreement signed on:

Address of the inspected apartment

Date of the handover

upon moving in

upon moving out

Lessor

Name

Address

Tenant

Name

Address

Defects

- No defects were detected during inspection
- The following defects were detected during inspection:

Room	No defects	Defects / remarks
Entrance/Hallway	<input type="radio"/>	
Kitchen	<input type="radio"/>	
Bathroom/Toilet	<input type="radio"/>	
2nd Bathroom/Toilet (if applicable)	<input type="radio"/>	
Bedroom	<input type="radio"/>	
2nd Bedroom (if applicable)	<input type="radio"/>	
3rd Bedroom (if applicable)	<input type="radio"/>	
Living room	<input type="radio"/>	
Balcony/Terrace	<input type="radio"/>	
Basement	<input type="radio"/>	
Garage	<input type="radio"/>	

Keys

_____ keys were handed over:

House keys	<input type="text"/>	Basement keys	<input type="text"/>
Keys to the apartment	<input type="text"/>	Garage keys	<input type="text"/>
Letterbox keys	<input type="text"/>	Other keys	<input type="text"/>

Missing: _____

Meter Reading (if necessary)

	Meter number	Meter reading
Electricity		
Gas		
Water		
Heating	Room/Value	

Other Remarks:

Place, date

Lessor signature

Tenant signature

Witness(es) name

Witness(es) signature

Witness(es) address

Checklist

Apartment Handover

- ✓ Record defects for each room individually. We recommend that you take your own photos of all rooms, furniture, technical equipment and especially of defects and send these photos to each other.

- ✓ Please check:
 - the condition of the paint and wallpaper
 - the functional condition of all electronic devices
 - the functional condition of all pipes, water taps, the shower, the toilet flush and the radiators
 - the condition and proper functioning of windows, doors and locks
 - the condition of the floor coverings (parquet, laminate, carpets, tiles, etc.)
 - the condition of the tiles (also on the walls)
 - the condition of the ceilings and walls (Are there holes?)
 - the hygienic condition of the apartment (Watch out for mould. Does it smell musty or mouldy?)

- ✓ Use the inventory list to check that all items in the apartment are present and in good condition.

- ✓ If there are insurances, note them under "Remarks".

- ✓ Document the number of keys that have been handed over or are still to be handed over.

- ✓ Record the meter readings for water, gas, electricity and at the radiators if necessary.

- ✓ Make a note in the "Remarks" field about any repairs or renovation work still to be done, including the planned date of completion.

- ✓ In the case of existing defects, be sure to note under "Remarks" who is responsible for repairing the defect and when this must be completed.