

Apartment Handover Protocol

Print and complete at both move-in and move-out.

DATE

TYPE OF HANDOVER

☐ Move-in

☐ Move-out

APARTMENT ADDRESS

LANDLORD

TENANT

Rooms and condition

ROOM

CONDITION

DEFECTS / NOTES

Hallway

Living room

Bedroom

Kitchen

Bathroom

Cellar / other

Meter readings

METER

METER NUMBER

READING

Electricity

Gas

Water (cold)

Water (hot)

Keys

TYPE

COUNT

Apartment door

Building door

Mailbox / cellar

Landlord signature

Tenant signature

Place, date

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Additional rooms and notes

Rooms and condition

Notes