

Property Handover Protocol

Joint documentation at move-in or move-out

Address of the apartment (street, no., ZIP, city, floor)

Handover at move-in

Handover at move-out

Parties

Landlord (name)

Tenant (name)

Meter readings

Electricity (meter no. / reading)

Gas (meter no. / reading)

Cold water (meter no. / reading)

Hot water (meter no. / reading)

Heating (meter no. / reading)

Reading date

Keys handed over (number)

Front door

Apartment door

Mailbox

Basement / other

Condition of the rooms

Kitchen (condition, defects)

Bathroom / WC (condition, defects)

Living room (condition, defects)

Bedroom (condition, defects)

Hallway (condition, defects)

Other rooms, basement, balcony (condition, defects)

Agreements

Defects found, agreed follow-up work, deadlines

Place

Date

Place

Date

Signature of landlord

Signature of tenant