

Apartment Handover Checklist

1. General Information

- **Owner Name:** [Enter Name]
- **Tenant Name:** [Enter Name]
- **Apartment Address:** [Enter Address]
- **Handover Date:** [Enter Date]

2. Apartment Condition

Item	Condition	Remarks
Walls (Paint, cracks, stains)	[Good/Damaged]	[Notes]
Flooring (Tiles, wood, carpet)	[Good/Damaged]	[Notes]
Ceiling	[Good/Damaged]	[Notes]
Windows and Curtains/Blinds	[Good/Damaged]	[Notes]
Doors and Locks	[Good/Damaged]	[Notes]

3. Fixtures and Fittings

Item	Condition	Remarks
Kitchen Fittings (Cabinets, sink)	[Good/Damaged]	[Notes]
Bathroom Fittings (Shower, sink)	[Good/Damaged]	[Notes]
Electrical Fixtures (Lights, fans)	[Good/Damaged]	[Notes]

4. Utilities and Appliances

Utility/Appliance	Status	Remarks
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Electricity Supply	[Functional/Issues]	[Notes]
Water Supply	[Functional/Issues]	[Notes]
Gas Supply (if applicable)	[Functional/Issues]	[Notes]
Air Conditioner/Heater	[Functional/Issues]	[Notes]

5. Keys and Access

- **Number of Keys Provided:** [Enter Number]
- **Access Cards/Fobs Provided:** [Yes/No]
- **Remarks:** [Enter Notes]

6. Cleanliness

- **Apartment Cleaned Before Handover:** [Yes/No]
- **Remarks:** [Enter Notes]

7. Pending Repairs or Issues

Issue Description	Responsibility	Deadline
[Describe Issue]	[Owner/Tenant]	[Enter Deadline]
[Describe Issue]	[Owner/Tenant]	[Enter Deadline]

8. Additional Notes

- [Add any other relevant notes about the handover process.]

9. Signatures

- **Owner Signature:** _____
- **Tenant Signature:** _____
- **Date:** [Enter Date]