## horizontal line**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] |

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### **4. Utilities and Appliances**

| **Utility/Appliance** | **Status** | **Remarks** |
| --- | --- | --- |
| 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]