## horizontal line**Flat Handover Checklist**

### **1. General Information**

* **Owner Name:** [Enter Name]
* **Tenant Name:** [Enter Name]
* **Flat Address:** [Enter Address]
* **Handover Date:** [Enter Date]

### **2. Interior Condition**

| **Item** | **Condition** | **Remarks** |
| --- | --- | --- |
| Walls (Paint, cracks) | [Good/Damaged] | [Notes] |
| Flooring | [Good/Damaged] | [Notes] |
| Ceiling | [Good/Damaged] | [Notes] |

### **3. Utilities**

| **Utility** | **Status** | **Remarks** |
| --- | --- | --- |
| Electricity | [Functional/Issues] | [Notes] |
| Water Supply | [Functional/Issues] | [Notes] |
| Gas Supply | [Functional/Issues] | [Notes] |

### 

### 

### **4. Fixtures and Fittings**

| **Item** | **Condition** | **Remarks** |
| --- | --- | --- |
| Doors and Locks | [Good/Damaged] | [Notes] |
| Windows | [Good/Damaged] | [Notes] |
| Kitchen Fittings | [Good/Damaged] | [Notes] |

### **5. Keys and Access**

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

### **6. Signatures**

* **Owner Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Tenant Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date:** [Enter Date]