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# 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]