Apartment Handover Report

Handover and acceptance of your rented apartment
Record the condition of the apartment when you move in or out. Carefully document any defects, meter readings and keys.

○ Moving in ○ Moving out

1. General information

Address _____

Date _____

Floor _____

Tenant's name(s) _____

Landlord / property manager: _____

New address if moving out (optional): _____

2. Meter readings

Meter type	Meter numbe	Reading
Electricity		
Water		
Gas		
Heating		

3. Condition of rooms

Go through the apartment room by room and document everything carefully.

Room	Check	OK	Defects	Remarks
Entrance hall / hallway	Floor, walls, doors, windows	○	○	
Kitchen	Floor, walls, appliances, fixtures	○	○	
Bathroom/restroom	Sink, toilet, shower/bathtub, ventilation	○	○	
Lounge	Floor, walls, doors, windows	○	○	
Bedroom 1	Floor, walls, doors, windows	○	○	
Bedroom 2	Floor, walls, doors, windows	○	○	
Balcony/patio	Floor, railings, shutters	○	○	
Basement/attic/garage	Floor, doors, windows, fixtures and fittings	○	○	

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4. Handover of keys

Key type	Number	Remarks
Apartment		
Building		
Mailbox		
Cellar		
Garage		
Other		

5. Damage, agreements and remarks

Damage/defects (location and description): _____

_____

_____

Last renovation (optional): _____

Items acquired (optional): _____

Agreed-upon repairs and deadlines: _____

Additional remarks:

_____

_____

6. Photos and attachments

○ Photos taken ○ Moving-in report enclosed ○ Additional attachments

Remarks: _____

7. Signatures

Please check all the information carefully. Sign the report only if you agree with the information recorded in it.

Place, date: _____

Tenant's signature: _____

Landlord's / property manager's signature: _____

Witness's signature (optional): _____

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