

# Apartment Handover Protocol

Print and complete at both move-in and move-out.

DATE

\_\_\_\_\_

TYPE OF HANDOVER

☐ Move-in

☐ Move-out

APARTMENT ADDRESS

\_\_\_\_\_

LANDLORD

\_\_\_\_\_

TENANT

\_\_\_\_\_

## Rooms and condition

ROOM

CONDITION

DEFECTS / NOTES

Hallway

Living room

Bedroom

Kitchen

Bathroom

Cellar / other

## Meter readings

METER

METER NUMBER

READING

Electricity

Gas

Water (cold)

Water (hot)

## Keys

TYPE

COUNT

Apartment door

Building door

Mailbox / cellar

\_\_\_\_\_  
Landlord signature

\_\_\_\_\_  
Tenant signature

Place, date

\_\_\_\_\_

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## Additional rooms and notes

## Rooms and condition

## Notes