

Handover Protocol (Sample)

SAMPLE DOCUMENT; replace the fields in square brackets with your own details; remove clauses you do not need.

1. Subject and Parties

Premises: [address], [Block] / [Unit no].

Handed over by: [name] · Received by: [name].

Type: [move-in / move-out] · Date: [dd.mm.yyyy].

2. Meter Readings

Electricity: [reading] · Meter no: [no].

Water: [reading] · Meter no: [no].

Gas / heating: [reading] · Meter no: [no].

3. Keys

Apartment: [count] · Building / parking: [count] · Mailbox: [count].

4. Condition Report

[Room / area]: [condition; paint, floors, fittings, fixtures].

[Room / area]: [condition].

Defects / damage notes: [if any, list here].

5. Declaration

The parties confirm the premises were handed over in the condition stated above.

This protocol is an annex to the lease agreement.

Handed Over By

Full name: _____

Signature: _____

Date: _____

Received By

Full name: _____

Signature: _____

Date: _____

This is a general sample, not legal advice. Mandatory provisions of the law in your country prevail over contract clauses; check current legislation and, where needed, a legal professional before signing.