

Protocol for handover

Information about real estate

address / floor / street number

date of handover

	Counter number	Current counter reading
Energy		
Gas / oil		
Water		
Heating		
Handover keys	Type of key	Amount
Main cylinder (entrance)		

Information about tenant:

acceptance bevor moving in

acceptance when moving out

Last name, first name

company, contact person

persons present

During the viewing the following were noticed:

NO DEFECTS

recently painted

DEFECTS

Where is the defect located?	Type of defect	Comment

for more comments please see the back of this document

place/date

signature of owner / landlord / seller

place/date

signature of user / old or new renter / buyer