Handover report

(Handover / Return / Inventory)

1. General information

Address	
Property for rent (Room, m², Floor, Bathroom)	
Landlord	
Tenant	
Date of tenancy agreement	
Move-in date	
New address (after moving out)	

2. Key inventory

Type of key	Moving in	Moving out		
	Number received	Number returned	Damage	Tenant's share of costs
Rooms	☐ _____	☐ _____		
Flat/house	☐ _____	☐ _____		
Letterbox	☐ _____	☐ _____		
Other (List these in the comments section, e.g. basement, laundry, etc.)	☐ _____	☐ _____		

Comments:

3. Handover of a rented room

Object **Note**: If the status is 'other', please provide a comment...	Moving in	Moving out			
	Condition	Condition	Normal wear and tear	Damage	Tenant's share of costs
Floor	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Walls	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Ceiling	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Lighting	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Switch	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Window	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Blinds/shutters	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Door	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Radiator	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	

Comments:

4. Room contents (if furnished)

Object **Note**: If the status is 'other', please provide a comment.	Moving in	Moving out			
	Condition	Condition	Normal wear and tear	Damage	Tenant's share of the costs
Cupboard	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Bed	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Desk	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Chair	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Shelving	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Other (List what in the comments)	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	

Comments:

5. Bathroom (if separate or shared with another tenant)

Object **Note**: If the status is 'other', please provide a comment.	Moving in	Moving out			
	Condition	Condition	Normal wear and tear	Damage	Tenant's share of the costs
Floor	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Walls	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Tiles	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Ceiling	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Lighting	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Switch	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Window	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Blinds/shutters	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Door	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Radiator	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Bath/shower tray	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Washbasin	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	

Toilet	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Soap dish / toothbrush holder	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Mirror/cupboard	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	
Fan	☐ good	☐ good	☐	☐	
	☐ other	☐ other	☐	☐	

Comments:

6. Meter reading (if billed separately)

Meter type	Moving in	Moving out	
	Reading	Reading	Refund/Additional payment
Electricity			
Heating			
Water			

Comments:

Moving in:

Place, date:
The landlord: **The tenant:**

_____ _____

Moving out:

Place, date:
The landlord: **The tenant:**

_____ _____