



## Hand-over protocol for rented apartments

Please fill in during the hand-over of the housing space and then compare during the take-over. To be signed both times by both parties.

Rental object / address: .....

Tenant (or representative): .....

Landlord / Landlady (or representative):  
.....

Date of inspection .....  upon moving in  upon moving out

### Rental object is equipped with:

#### Heating

Central Heating  Self-contained heating covering one floor  Stove heating

#### Furnishing

Built-in kitchen (new /used)  Refrigerator  Stove

#### Radio / television

Satellite dish  Broadband cable connections  Communal antenna

Other:.....

### Condition of the rented premises:

No defects were detected during inspection

Following defects were detected during inspection:

(Please consider condition of ceilings, walls, floorings, windows, electric installations, heating devices, roller blinds, tiling, armatures, sanitation facilities etc.)

	Description of detected defects::	Comments:
1. Corridor/Entrance		
2. Kitchen		
3. Bathroom/ lavatory		
4. Living room		
5. Balkony/patio		
6. Bedroom		
7. Nursery		
8. Basement		
9. Other rooms		
10. Garage		
11. Garden		

Most recent renovation: .....

The apartment is handed over in a  renovated not  renovated condition.

The following defects will be rectified by the landlord / landlady:

Description of defect	Date

Meter reading:

	Meter no.	Meter reading
Water		
Electricity		
Gas		

Comments - Other: .....

.....  
.....  
.....  
.....

Keys:

..... keys were handed over, including:

- ..... front door key (s)
- .....key (s) to the apartment
- ..... letterbox key (s)
- .....basement key (s)
- ..... room key (s)

..... keys are still to be handed over.

Comments:.....

.....

Place, date: .....

Landlord / Landlady: .....  
(Signature)

Tenant: .....  
(Signature)

Witness(es): .....  
(Name, address, signature)

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