

Apartment hand-over protocol

Please fill out during the handing-over of the housing space and then compare during the taking-over. To be signed both times by both parties.

Object			Basic state	<input type="radio"/> like new	<input type="radio"/> good	<input type="radio"/> used	<input type="radio"/> old
Housing space (address)							
Sublessee (address):							
Landlord (address):							
Dates	Date of the handing-over		Date of the taking-over				
Kitchen	Condition at the time of the handing over			Condition at the time of the taking-over			
	ok	comments / description of condition		ok	comments / description of condition		
Floor							
Ceiling/walls							
Electric appliances							
Windows/shutters							
Cupboards/doors							
Taps							
Cooking stove/oven							
Fridge							
Steam exhaust							
Dishwasher							
Coffee machine							
-							
-							
Furniture							
- Tables							
- Chairs							
-							
Kitchen- utensils	At the time of the handing over			At the time of the taking-over			
	number	ok	comments / description of condition	number	ok	comments / description of condition	
Cutlery			for how many persons?				
Dishes			for how many persons?				
Drinking glasses			for how many persons?				
Bowls							
Pans							
-							
-							
-							
-							
Bathroom & WC	Condition at the time of the handing over			Condition at the time of the taking-over			
	ok	comments / description of condition		ok	comments / description of condition		
Floor							
Ceiling/walls							
Electric appliances							
Windows/shutters							
Bath/shower stall							
Toilet/WC							
Sink							
Cupboards/doors							
-							
-							
Signatures	Landlord		Sublessee		Landlord		Sublessee

Room 1 Living room	Condition at the time of the handing over		Condition at the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Floor				
Ceiling/walls				
Electric appliances				
Windows/shutters				
Cupboards				
Doors				
TV/Video/DVD				
Radio/HiFi				
-				
Furniture				
-				
-				
-				
Room 2	Condition at the time of the handing over		Condition at the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Floor				
Ceiling/walls				
Electric appliances				
Windows/shutters				
Cupboards				
Doors				
-				
Furniture				
-				
-				
-				
Room 3	Condition at the time of the handing over		Condition at the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Floor				
Ceiling/walls				
Electric appliances				
Windows/shutters				
Cupboards				
Doors				
-				
Furniture				
-				
-				
-				
Room 4	Condition at the time of the handing over		Condition at the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Floor				
Ceiling/walls				
Electric appliances				
Windows/shutters				
Cupboards				
Doors				
-				
Furniture				
-				
-				
Signatures	Landlord	Sublessee	Landlord	Sublessee

Corridor	Condition at the time of the handing over		Condition at the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Floor				
Ceiling/walls				
Electric appliances				
Windows/shutters				
Cupboards				
Wardrobe				
-				
Furniture				
-				
-				
Veranda/ patio	Condition at the time of the handing over		Condition at the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Floor				
Sunblind				
-				
Furniture				
-				
-				
Cellar/ attic	Condition at the time of the handing over		Condition at the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Electric appliances				
-				
Furniture				
-				
-				
Keys	At the time of the handing over		At the time of the taking-over	
	number	comments / description of condition	number	comments / description of condition
House keys				
Flat keys				
Mailbox keys				
Cellar keys				
other				
Other	At the time of the handing over		At the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Bedclothes				
Hand towels				
-				
-				
-				
-				
Remarks				
Signatures	Landlord	Sublessee	Landlord	Sublessee
Instructions	<ul style="list-style-type: none"> - Please indicate the basic condition of the object on the first page. Your description is valid as the guideline for the evaluation "ok". According to what you check, you need to take it more or less seriously while filling out the protocol. - Please set down in writing what you consider extremely valuable (e.g. heirlooms, paintings). - Please fill out the form together with the sublessee(s) and hand-out a copy to the the sublessee(s). 			