

Apartment hand-over protocol for sublease in Switzerland

>> www.ums.ch

We're happy to provide this apartment hand-over protocol for a sub-lease free of charge.

If you are still looking for the right sub-tenant, simply list your property on our website free of charge:

www.ums.ch

The portal & agency for furnished apartments in Switzerland.

Benefit from these advantages

- **Security check** of your subtenant
- **Advice and troubleshooting** by the sub-lease pros
- Forward your ad to the most **important property platforms** on the best terms
- **UMS Online Contract tool**
Create and complete your sub-/lease contract online

Optional

- **Rental collection** and intervention by us in the event of late payment
- **Insurance protection** against damage to the property and furnishings and loss of rent

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) | | | | | | | | |
| Subtenant (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 | | Subtenant | | Landlord | | Subtenant | |

| 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 | Subtenant | Landlord | Subtenant |

| 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 | Subtenant | Landlord | Subtenant |
| 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 subtenant(s) and hand-out a copy to the the subtenant(s). | | | |