

Hand-over Protocol

Rental object / address _____

The above named rental object was returned _____

The tenant was present/was represented by _____

Following defects were detected:

Corridor/Entrance _____

Kitchen _____

Bathroom _____

Guest lavatory _____

Living room _____

Bedroom _____

Room _____

Room _____

Room _____

Notes _____

Hand-over Protocol

Defective technical equipment _____

Following keys were handed over _____

Meter reading

Gas meter No.: _____ Reading: _____

Electric meter No.: _____ Reading: _____

Hot-water indicator No.: _____ Reading: _____

Cold-water indicator No.: _____ Reading: _____

Notes _____

Day of hand-over: _____ Time: _____

Landlord/landlady/ Representative

Tenant/Representative