

Handover / Inspection Checklist

Record the property condition and meter readings at handover — works for both sale and lease.

Property / project / unit

Handover date

Handed over by (owner/landlord)

Received by (buyer/tenant)

Meter Readings at Handover

Electricity meter (reading)

Water meter (reading)

Keys / key cards count

Inspection Items (✓ ok / note if damaged)

- ☐ Walls/floor/ceiling
 ☐ Electrical/outlets/lights
 ☐ Plumbing/sanitary
 ☐ Doors & windows
 ☐ Furniture/appliances
☐ A/C / water heater

Damaged / needs fixing (specify)

Furniture/equipment handed over

Handed over by / Date

Received by / Date

Disclaimer: This form is provided only as a guideline for recording preliminary information and agreements between users. Portsup is not a party to any agreement and does not guarantee any legal outcome or commission payment between the parties. Users should consult a legal professional for high-value transactions or special conditions.