

Property Handover Document

Document Number:	_____
Date of Handover:	_____
Property Address:	_____
Project Name / Unit Number:	_____
Owner (Name & Contact):	_____
Recipient (Name & Contact):	_____

Property Inventory & Condition

Item / Area	Condition	Remarks
Keys & Access Cards	_____	_____
Walls & Paint	_____	_____
Flooring	_____	_____
Doors & Windows	_____	_____
Electrical Fixtures	_____	_____
Plumbing & Sanitary	_____	_____
Others	_____	_____

Additional Comments

Owner/Authorized Signatory

Date: _____

Recipient/Authorized Signatory

Date: _____

Important Notes

- Both parties should carefully inspect the property and note any discrepancies or defects before signing.
- The handover document serves as official proof of property transfer between parties.
- Any pending works or agreed repairs should be clearly mentioned under comments or remarks.
- Both parties should retain a signed copy of this document for their records.
- This document does not replace the legal property sale agreement.

