

Property and Real Estate Handover Document

Property Details

Property Name:

[Property Name]

Address:

[Property Address]

Type:

[Property Type]

Unit Number:

[Unit Number]

Size:

[XX] sq.ft./sq.m.

Parties Involved

Owner / Developer:

[Name / Company]

Recipient / Buyer:

[Name]

Contact Number:

[Contact Number]

Handover Details

Date of Handover:

[DD/MM/YYYY]

Time:

[HH:MM]

Condition at Handover:

[e.g. New, Excellent, As-Is]

Inventory Checklist

Item Description	Quantity	Remarks
Keys	[Qty]	[Remarks]
Remote controls	[Qty]	[Remarks]
Utility Meters Reading	-	[Reading/Remarks]
Fixtures & Fittings	[Qty]	[Remarks]

Remarks

[Any additional notes about defects, outstanding works, or conditions at handover]

Owner/Developer

[Name & Signature]

Recipient/Buyer

[Name & Signature]

Important Notes:

- This document serves as official proof of property handover between parties.
- Both parties should verify the property condition and inventory before signing.
- List all keys, remotes, and relevant items in the inventory for transparency.
- Retain a signed copy for both parties for future reference and dispute resolution.
- Include meter readings at handover to avoid post-handover utility disputes.