

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.