

Property Handover & Condition Report

Room-by-room condition, snags, meter readings, keys — signed by both parties.

How to use: walk each room; one row per element; photograph everything including meters; agreed fix dates for every snag; both parties sign the same document.

DELIVERING PARTY

RECEIVING PARTY

METER READINGS (ELEC / WATER / GAS)

Room-by-room condition

Room	Element	Condition / defect	Photo ref.	Outcome
e.g. Living room	terrace door	3 cm scratch on glass, lower left	IMG_0311	Fix / Accepted

Snags for delivering party

#	Room	Defect	Agreed fix-by date

Keys & documentation delivered

Item	Qty / ref.
☐ Main door keys (qty)	
☐ Mailbox / garage keys & remotes	
☐ Appliance manuals & warranties	
☐ Energy certificate / building book access	

Delivering party — signature & date

Receiving party — signature & date



Tired of filling this by hand?

Drop photo & voice pins on your plan on site — PinMy keeps every finding in place, assigned and trackable. Free to start → scan or visit pinmy.co