

Property Handover Checklist

A structured record for handing a property between owner, tenant, contractor, or property manager — so both sides agree on condition before keys change hands.

Complete this checklist together with the incoming and outgoing party, and keep a signed copy on file with both sets of contact details.

Property Address

Handover Date

Outgoing Party

Incoming Party

A Structural & Fixtures

- ☐ Walls, ceilings and floors free of unreported damage
- ☐ Doors and windows open, close and lock correctly
- ☐ Fitted cupboards, wardrobes and shelving in working order
- ☐ Staircases and railings secure (where applicable)

B Utilities & Meter Readings

- ☐ Electricity meter reading recorded
- ☐ Water meter reading recorded
- ☐ Gas meter reading recorded (where applicable)
- ☐ Utility accounts confirmed as settled or transferred

C Keys & Access

- ☐ All keys accounted for and handed over (main door, gate, garage, post box)

- ☐ Access cards, fobs or remote controls handed over
- ☐ Alarm codes and access control instructions provided
- ☐ Spare keys location confirmed

D Fixtures & Fittings Condition

- ☐ Kitchen appliances tested and in working order
- ☐ Bathroom fittings checked for leaks or damage
- ☐ Light fittings and switches tested throughout
- ☐ Any existing damage photographed and noted below

E Cleaning & Presentation

- ☐ Property cleaned throughout, including inside cupboards
- ☐ Windows cleaned inside and out
- ☐ Outdoor areas, balconies and parking bays cleared of debris

F Documentation Handed Over

- ☐ Appliance manuals and warranty documents provided
- ☐ Building rules, lease or sale agreement copies exchanged
- ☐ Emergency contact list and service provider details shared

G Notes on Existing Damage or Outstanding Items

H Sign-Off

Handed Over By (Name & Signature)

Date

Received By (Name & Signature)

Date

TIP Take timestamped photos of every room during handover and attach them to this checklist — this protects both parties if a dispute arises later over deposit or damage.

Need a professional hand?

Invesure Property Services handles inspections, repairs, renovation, painting, and construction for homes, commercial buildings, and institutions across Kenya.

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