The 25-point handover checklist

What to check before you sign the handover act, on two printable pages. Use it on your own, or alongside our inspection.

Documents

- [ ] 1 The contract, with the area and floor plan, is with you
- [ ] 2 The frame (white or green) and what it includes, as written in the contract
- [ ] 3 You've read the draft handover act before the visit

Area and geometry

- [ ] 4 Each room measured and compared with the plan
- [ ] 5 Ceiling height as in the contract
- [ ] 6 Walls plumb: no gap over 2 m under a straightedge
- [ ] 7 Floor level, no slope you can feel or see

Walls, ceilings and floors

- [ ] 8 No cracks, or each one noted and measured
- [ ] 9 No damp patches, stains or musty smell
- [ ] 10 Plaster sound: tap for hollow spots
- [ ] 11 Floor screed without cracks

Windows and doors

- [ ] 12 Frames fixed and sealed, no draught
- [ ] 13 Every window and door opens, closes and locks
- [ ] 14 Glass undamaged, no condensation between panes
- [ ] 15 Window sills and reveals finished, no chips
- [ ] 16 Entrance door closes flush and the lock works

Electrics

- [ ] 17 Every socket live (use a socket tester)
- [ ] 18 Distribution board labelled, with a residual-current device
- [ ] 19 Switches and light points where the plan shows them

Plumbing

- [ ] 20 Water pressure, hot and cold
- [ ] 21 Drains run freely, no leaks
- [ ] 22 Pipe connections and valves accessible and dry

Ventilation and heating

- [ ] 23 Air draws in the kitchen and bathroom ducts
- [ ] 24 Heating and gas connection points as in the contract

Common areas

- [ ] 25 Entrance, stairs, lift and the facade near your apartment