

Handover & Inventory Checklist — Commercial

Condition and inventory record taken at handover of a commercial property.

PROPERTY AND PARTIES

Property address		Unit / floor	
Handover date	Time	Handover type (move-in / move-out)	
Landlord / owner		Tenant / occupier	
Salesperson present		Salesperson CEA Reg. No.	

UTILITIES AND METER READINGS

UTILITY	ACCOUNT / METER NO.	READING AT HANDOVER	DATE READ

Record electricity, water and gas. Add any separately metered supply such as chilled water or a sub-meter.

KEYS, ACCESS AND SECURITY

ITEM	QUANTITY ISSUED	QUANTITY RETURNED	REMARKS

- ☐ Main door keys
 ☐ Access cards
 ☐ Car park / season pass
 ☐ Letterbox key
 ☐ Alarm code handed over
 ☐ Roller shutter / grille key

FIT-OUT AND REINSTATEMENT

- ☐ Premises handed over in bare condition
 ☐ Existing fit-out retained
 ☐ Reinstatement completed
 ☐ Reinstatement outstanding
 ☐ Fire safety provisions unobstructed
 ☐ Signage removed

Outstanding reinstatement items and agreed timeline

INVENTORY AND CONDITION BY AREA

AREA / ZONE	ITEM / FIXTURE	QTY	CONDITION AT HANDOVER	REMARKS

Condition may be recorded as good, fair, or damaged. Photograph anything marked damaged and attach the images to this record.

DEFECTS NOTED AT HANDOVER

LOCATION	DEFECT OBSERVED	REPORTED BY	DATE

CONFIRMATION

Both parties confirm that the readings, items and conditions recorded in this checklist reflect the state of the property at the date and time of handover stated above. This checklist is a record of condition only. It does not vary the tenancy agreement or any other contract between the parties, and it does not determine who is responsible for any item recorded as damaged or outstanding.

Landlord / owner or representative

Name:
Date:

Tenant / occupier

Name:
Date:

Salesperson

Name:
Estate agent: GHL Resources
Date:

Witness (if any)

Name:
Date: