

**Handover protocol**

As of: \_\_\_\_\_

**Property:**

Property type: \_\_\_\_\_

Address: \_\_\_\_\_

**Buyer:**

Name: \_\_\_\_\_

**Seller:**

Name: \_\_\_\_\_

**Real estate agent:**

Name: ROC Immobilien GmbH

Your real estate agent / contact person: \_\_\_\_\_

**Present people:**

\_\_\_\_\_

\_\_\_\_\_

**Identified defects:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Deadline for rectification:**

\_\_\_\_\_

**Other agreements:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## 2. Meter reading

Meter:	Meter reading	Unit	Room	Meter number
Electricity		KWh		
Gas		m <sup>3</sup> :		
Heated water		m <sup>3</sup> :		
Cold water		m <sup>3</sup> :		

## 3. Key handover

Quantity:	Key type:	Key number:
	Garage / Parking Space	Nr:
	Front door	Nr:
	Apartment door	Nr:
	Apartment Security Lock	Nr:
	Mailbox	Nr:
	Basement entrance	Nr:
	Padlock (basement)	Nr:
	Other keys	Nr:

Note:

The buyer will provide the jointly recorded meter readings and meter numbers for electricity, gas, and water to the respective utility providers and, at the same time, register as the new account holder.

As of today, the above-mentioned property will be transferred from the seller, or the seller's representative, to the buyer. The seller and buyer agree that the transfer of benefits and obligations takes effect as of today. The property was handed over in the condition specified in the contract. Berlin, den \_\_\_\_\_

\_\_\_\_\_  
Buyer

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Real estate agent