



Handover protocol

As of: _____

Property:

Property type: _____

Address: _____

New tenant:

Name: _____

Former tenant:

Name: _____

Real estate agent:

Name: ROC Immobilien GmbH

Your real estate agent / contact person: _____

1. Property Details

Kitchen:

Wall covering: _____ Ceiling cover: _____ Floor cover: _____

Color: _____ Color: _____ Color: _____

Number of upper cabinets: ____ Number of lower cabinets: ____ Number of tall cabinets: ____

Anchor holes in tiles Number: ____

Washing machine connection available Dishwasher connection available

Electric stove Gas stove Ceramic stove Brand: _____

Sink Freezer Range hood

Refrigerator Dishwasher Room door available

Heater available Hot water boiler Brand: _____

Instantaneous water heater Brand: _____ Gas boiler Brand: _____

Kitchen cabinets are the landlord's property: _____

Appliances are the landlord's property: _____

Other:



Bathroom:

Wall covering: _____ Ceiling cover: _____ Floor cover: _____

Color: _____ Color: _____ Color: _____

- Bathtub Shower Sink
- Wall-mounted toilet Floor-mounted toilet Bidet
- Room door present Washing machine connection Heater available
- Instantaneous water heater Brand: _____
- Gas boiler Brand: _____

All bathroom fixtures are the property of the landlord: _____

Other:

Corridor:

Wall covering: _____ Ceiling cover: _____ Floor cover: _____

Color: _____ Color: _____ Color: _____

- Storage room available Intercom TV/phone connection

Other:

Room 1:

Wall covering: _____ Ceiling cover: _____ Floor cover: _____

Color: _____ Color: _____ Color: _____

- Room door available Heater available TV/phone connection

Other:

Room 2:

Wall covering: _____ Ceiling cover: _____ Floor cover: _____

Color: _____ Color: _____ Color: _____

- Room door available Heater available TV/phone connection

Other:



Room 3:

Wall covering: _____ Ceiling cover: _____ Floor cover: _____

Color: _____ Color: _____ Color: _____

Room door available Heater available TV/phone connection

Other:

Balkon/Terrasse/ Loggia/ Wintergarten:

Wall covering: _____ Ceiling cover: _____ Floor cover: _____

Color: _____ Color: _____ Color: _____

Parapet Condition: _____

Other:

The defects listed below have to be fixed by the previous tenant / the landlord / the new tenant:

The following conclusions are made regarding the leased property:

A basement is assigned to the property unit: yes, No. ____ no

2. Meter reading

Meter	Meter reading	Unit:	Room:	Meter number
Electricity		KWh		
Gas		m ³ :		
Hot water		m ³ :		
Cold water		m ³ :		
Hot water		m ³ :		
Cold water		m ³ :		
Heat meter		MWh		
Heat cost allocator		Units		
Heat cost allocator		Units		
Heat cost allocator		Units		
Heat cost allocator		Units		
Heat cost allocator		Units		
Heat cost allocator		Units		

Note:

The landlord/property manager is authorized to provide the meter readings and meter numbers for electricity and gas, along with the tenants' names and addresses, to the respective utility provider (in Berlin: Vattenfall Europe Sales or GASAG). The tenants hereby give their consent to this. This does not affect the tenants' freedom to choose their own electricity or gas provider.



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:

Information:

The parties hereby confirm that the information regarding all rooms and the recorded meter readings is complete and accurate, and that the keys have been handed over.

The tenant confirms receipt of the landlord's confirmation pursuant to § 19 BMG for submission to the competent registration authority.

The settlement and refund of the security deposit will take place within the legally permitted timeframe, but no later than six months.

Berlin, on _____

Former tenant

New tenant

Landlord