

Apartment handover checklist

Prepare cleaning, storage areas, keys and the handover. Tick each completed task.

Property / organisation: _____

Date / contact person: _____

Planning & documents

- ☐ Confirm the handover date with the property manager
- ☐ Check the tenancy agreement and handover documents
- ☐ Report outstanding repairs in good time
- ☐ Schedule the cleaning or cleaning company
- ☐ Collect the complete set of keys

Kitchen

- ☐ Clean the oven, baking trays and racks
- ☐ Empty and clean the fridge and freezer compartment
- ☐ Clean the extractor hood and filters
- ☐ Clean the hob, worktops and splashback
- ☐ Clean cupboards and drawers inside and outside
- ☐ Clean the dishwasher and filters
- ☐ Descale the sink, taps and drains

Bathrooms

- ☐ Descale the washbasin, taps and drains
- ☐ Thoroughly clean the shower or bath
- ☐ Clean the toilet inside and outside
- ☐ Check tiles, joints and glass surfaces
- ☐ Clean the mirror cabinet inside and outside
- ☐ Remove dust from ventilation grilles
- ☐ Clean the washing machine and tumble dryer as agreed

Notes / person responsible: _____

Apartment handover checklist (continued)

Continue recording tasks and responsibilities below.

Rooms & living areas

- ☐ Vacuum floors and damp-mop as appropriate for the material
- ☐ Wipe skirting boards, doors and door frames
- ☐ Empty and clean built-in cupboards
- ☐ Dust radiators and accessible shelves
- ☐ Clean the surfaces of light switches and sockets
- ☐ Remove nails, adhesive residue and fixings as agreed

Windows & blinds

- ☐ Clean window glass inside and outside where safely accessible
- ☐ Clean window frames and rebates
- ☐ Clean interior and exterior window sills
- ☐ Clean venetian blinds or shutters
- ☐ Check guide rails and handles

Notes / person responsible: _____

Apartment handover checklist (continued)

Continue recording tasks and responsibilities below.

Storage & outdoor areas

- ☐ Empty and sweep the cellar or attic
- ☐ Clear and clean the balcony or terrace
- ☐ Clean the garage or parking space as agreed
- ☐ Check the letterbox and name labels
- ☐ Remove personal belongings from shared areas

Handover

- ☐ Keep all rooms empty and accessible
- ☐ Record electricity, water or heating meter readings
- ☐ Have all original and spare keys ready
- ☐ Complete the handover report together
- ☐ Record any issues and deadlines in writing
- ☐ Provide a new contact address for the final statement

Notes / person responsible: _____

Requirements depend on your tenancy agreement and property manager. This checklist is an organisational aid, not legal advice or a guarantee of acceptance.

Online guide: krizanovic.ch/en/apartment-handover-checklist-switzerland.html