

# Landlord Handover Form

Use this when a tenant moves in or out.

## Property details

|   |                                 |
|---|---------------------------------|
| 1 | Property address: _____         |
| 2 | Landlord or agent: _____        |
| 3 | Tenant name: _____              |
| 4 | Move-in or move-out date: _____ |
| 5 | Rent and deposit: _____         |

## Keys and access

|   |                              |
|---|------------------------------|
| 1 | Main gate keys: _____        |
| 2 | Door keys: _____             |
| 3 | Remote controls: _____       |
| 4 | Alarm details: _____         |
| 5 | Parking bay or garage: _____ |

## Condition checklist

|   |                                                                              |
|---|------------------------------------------------------------------------------|
| 1 | Walls, floors, ceiling and roof.                                             |
| 2 | Doors, locks, windows, kitchen cupboards, and fittings.                      |
| 3 | Bathroom fittings, plumbing, sockets, lights, geyser, stove, and appliances. |
| 4 | Yard, garden, outside areas, boundary wall, gate, and security lighting.     |

## Services and readings

|   |                                                      |
|---|------------------------------------------------------|
| 1 | ZESA meter reading: _____                            |
| 2 | Water meter reading: _____                           |
| 3 | WiFi or internet setup: _____                        |
| 4 | Borehole, pump, tank, solar or inverter setup: _____ |
| 5 | Refuse, levies or shared-service fees: _____         |

## Existing defects and signatures

|   |                                         |
|---|-----------------------------------------|
| 1 | List visible defects and attach photos. |
| 2 | Defect 1: _____                         |
| 3 | Defect 2: _____                         |
| 4 | Landlord or agent signature: _____      |
| 5 | Tenant signature: _____ Date: _____     |

HouseLink Zimbabwe - practical property guidance. This checklist is general information, not legal advice.