

HANDOVER CHECKLIST: DEVELOPER TO HAUSVERWALTUNG

Wohnungseigentümergeinschaft. The first group lists the points of the WEG a new Verwaltung starts with.

Project and address:

Developer:

Manager taking over:

Number of units:

Handover date:

Date of this checklist:

Checklist

No.	Item	Done	Remarks and date
START OF THE VERWALTUNG UNDER THE WEG			
1	Beschluss-Sammlung started, ready for the first resolutions (§ 24(7), (8) WEG)	☐	
2	Wirtschaftsplan for the first year and the advance payments that cover it (§ 28(1) WEG)	☐	
3	Bank account of the community opened and the maintenance reserve (Erhaltungsrücklage) set up (§ 19(2) no. 4 WEG)	☐	
DOCUMENTS			
4	Approved plans, as-built drawings and the permits and completion certificates	☐	
5	Declaration or deed that sets up the units, with the floor plans and the share of each unit	☐	
6	Technical file of the building: structure, elevators, heating, electrical systems, fire safety, with manuals	☐	
7	List of the contractors and suppliers who built the building, with contacts	☐	
8	Insurance policies for the building and the developer's works	☐	
9	Service and maintenance contracts already signed, with their terms	☐	
10	Energy certificate (Energieausweis) for the building	☐	
COMMON PARTS, DEFECTS AND WARRANTIES			
11	Walk-through of every common part with the manager and, if possible, owners' representatives	☐	
12	Signed list of open defects, each with a deadline and who answers for it	☐	
13	Warranty register: what is covered, by whom and until when, with the claim procedure	☐	

No.	Item	Done	Remarks and date
14	Keys, access cards, remotes and codes counted and signed for	☐	
15	Meter readings for the common supply on the day of handover, with photos	☐	
A CLEAN FINANCIAL START			
16	Separate bank account opened in the association's name	☐	
17	Opening balance, with what the developer has paid and what is still owed by it	☐	
18	First budget and the advance payments that cover it	☐	
19	Reserve or repair fund opened, with the rule for how it grows	☐	
20	Unpaid bills and open orders at handover, each stating who pays	☐	
OWNERS AND COMMUNICATION			
21	List of owners with their units, shares and contact details, as far as the law allows it to be passed on	☐	
22	Date and agenda of the first owners' meeting agreed	☐	
23	Way for owners to report a problem and to see its status explained in writing	☐	
24	Contact for emergencies at any hour given to every owner	☐	

For the developer (name, role, date)

For the manager (name, role, date)

Signature

Signature

This checklist is general information, not legal advice. The references are to the German Wohnungseigentumsgesetz (WEG); the other groups are lists of items a Verwaltung typically needs, not lists the law prescribes. Have a lawyer check it against your project.