

HANDOVER CHECKLIST: DEVELOPER TO MANAGER

Wspólnota mieszkaniowa. The first group follows art. 29 of the act on apartment ownership.

Project and address:

Developer:

Manager taking over:

Number of units:

Handover date:

Date of this checklist:

Checklist

No.	Item	Done	Remarks and date
TAKEOVER UNDER THE ACT (ART. 29)			
1	Protocol of takeover of the property and its technical documentation, drawn up for the community (art. 29(1b))	☐	
2	Building documentation: the design, the as-built documents and the building log book (art. 29(1b))	☐	
3	List of owners with their units and shares in the common property, kept up to date (art. 29(1b))	☐	
4	Decision on who pays for drawing up or updating the technical documentation: the previous owner until the last unit is separated, unless the owners decide otherwise (art. 29(1c), (1d))	☐	
5	Separate records of management costs and advances outside the formal books of account, set up for the property (art. 29(1))	☐	
6	Financial settlements conducted through a bank account (art. 30(1))	☐	
DOCUMENTS			
7	Permits and completion certificates	☐	
8	Deed or contract that creates the separate ownership of the units, with the floor plans and the share of each unit	☐	
9	Operating instructions for the building's systems: elevators, heating, electrical, fire safety	☐	
10	List of the contractors and suppliers who built the building, with contact details	☐	
11	Insurance policies for the building and the developer's works	☐	
12	Maintenance and service contracts already signed, with their terms	☐	

No.	Item	Done	Remarks and date
COMMON PARTS, DEFECTS AND WARRANTIES			
13	Walk-through of every common part with the manager and, if possible, owners' representatives	☐	
14	Signed list of open defects, each with a deadline and who answers for it	☐	
15	Warranty register: what is covered, by whom and until when, with the claim procedure	☐	
16	Keys, access cards, remotes and codes counted and signed for	☐	
17	Meter readings for the common supply on the day of handover, with photos	☐	
A CLEAN FINANCIAL START			
18	Separate bank account opened in the association's name	☐	
19	Opening balance, with what the developer has paid and what is still owed by it	☐	
20	First budget and the advance payments that cover it	☐	
21	Reserve or repair fund opened, with the rule for how it grows	☐	
22	Unpaid bills and open orders at handover, each stating who pays	☐	
OWNERS AND COMMUNICATION			
23	List of owners with their units, shares and contact details, as far as the law allows it to be passed on	☐	
24	Date and agenda of the first owners' meeting agreed	☐	
25	Way for owners to report a problem and to see its status explained in writing	☐	
26	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 first group follows art. 29 of the Polish act on apartment ownership (consolidated text, Dz. U. 2026 poz. 232); the act is the authority. Have a lawyer check it against your project.