DEVELOPER HANDOVER CHECKLIST

Handover of the building to the owners association or management company

Project and building

Date of handover

Handing over: developer (name)

Developer's representative (name, role)

Receiving party: owners association or management company

Receiving party's representative (name, role)

Number of apartments and other units

Handover meeting: date and place

What is handed over

No.	Item	Handed over	Note or outstanding
	DOCUMENTS		
1	As-built drawings: architectural, structural, mechanical and electrical	☐	
2	Completion and occupation approvals, as issued in your jurisdiction	☐	
3	Warranties and guarantees with start and end dates: building, roof, facade, lifts, equipment	☐	
4	Fire safety documents and certificates, as issued in your jurisdiction	☐	
5	Electrical, gas and water test certificates	☐	
6	Operation and maintenance manuals and equipment data sheets	☐	
7	List of apartments and other units, with areas and owners	☐	
8	Insurance policies for the building and the common parts	☐	
9	Service contracts in force: lifts, fire systems, cleaning, security, landscaping	☐	
10	Utility accounts, meter numbers and the last readings	☐	
	KEYS, ACCESS AND EQUIPMENT		
11	Keys, fobs and access codes for all common areas and plant rooms, with a register	☐	
12	Master key schedule and the list of who holds which keys	☐	
13	Spare parts, tools and consumables left for the building	☐	

No.	Item	Handed over	Note or outstanding
14	Intercom, CCTV and access control: logins and administrator rights	☐	
15	Car park allocation list and the bays assigned to each unit	☐	
	BUILDING SYSTEMS TESTED AND DEMONSTRATED		
16	Lifts and their inspection certificates	☐	
17	Fire alarm, sprinklers and emergency lighting, with test records	☐	
18	Water supply, pumps and tanks	☐	
19	Heating, cooling and ventilation plant	☐	
20	Electrical rooms, generator and backup power	☐	
21	Roof, facade and drainage	☐	
22	Car park, barriers and gates	☐	
23	Shared amenities such as pool, gym, playground and landscaping, where they exist	☐	
	MONEY AND ACCOUNTS		
24	Service charge budget for the first year	☐	
25	Opening balance of the reserve or sinking fund	☐	
26	Opening balances by apartment, including units still owned by the developer	☐	
27	Unpaid contractor invoices and retentions that affect the building	☐	
28	Bank account arrangements for the association or the management company	☐	
	OPEN DEFECTS AND WARRANTY		
29	Snag list for the common parts, with owners and dates	☐	
30	How residents report warranty claims after handover, and to whom	☐	
31	Name and contact details of the developer's warranty team	☐	
32	Date when the warranty on each part of the building ends	☐	
	PEOPLE AND THE FIRST WEEKS		
33	Training of the building team on each system	☐	
34	Named contacts on both sides for the first months	☐	
35	Plan and date for the first owners' meeting	☐	

Items still outstanding at handover, with dates

Outcome

- ☐ Everything on the list handed over
- ☐ Handed over with the outstanding items listed above and dates agreed
- ☐ Handover postponed, reason:

Developer's representative

Name, signature and date

Receiving party's representative (owners association or management company)

Name, signature and date

This form is a reference template prepared by Unitify. It is not a legal document: wording, annexes and signing arrangements should be approved by your lawyer for your project and contract.