



Flat handover report

Move-in ☐ Move-out ☐ – handover and return of the property

This document is a sample for information only. Adapt it to your situation before use and seek legal advice where necessary.
The Turkish version prevails.

Address / block / flat no.

Date and time

Handed over by (landlord / manager)

Received by (tenant)

Meters

Meter	Meter no.	Reading	Note
Electricity			
Water			
Gas			
Heat cost allocator			

Keys

Key	Qty	Note
Flat door		
Building entrance		
Letterbox		
Car park / storage / remote		

Condition of rooms

Area	Good	Defect	Description / photo no.
Entrance / hall	☐	☐	
Living room	☐	☐	
Kitchen	☐	☐	
Bedroom 1	☐	☐	
Bedroom 2	☐	☐	
Bathroom / WC	☐	☐	
Balcony	☐	☐	
Doors, windows, locks	☐	☐	

Fixtures and notes



Item	Qty	Condition

The parties confirm that the property was handed over in the condition stated above. Photos form part of this report.

Handed over by

Received by

Full name · Date · Signature

Full name · Date · Signature

SAMPLE TEXT