

Key handover record

Property access items — England

Record the physical handover or return of keys and access devices. Use this form alongside the agreement and a detailed inventory or check-out report where appropriate.

The parties record the following handover or return without prejudice to any rights, liabilities, deposit decision or separate agreement:

Property address *

Handed over by *

Received by *

Date and time *

Keys, fobs, remotes and access devices — description and quantity *

Meter readings

Visible condition and photographs / inventory references

Reservations, missing items or disputed points

Key handover record

Attachments shared with both parties

Signatures / acknowledgement by both parties
