SAMPLE SAMPLE document written for a demonstration. The people, the building and the figures are invented.

Ternwick Properties

Move-in handover checklist, Apartment 1507, Larkspur Tower

Move-in record

Inspection and handover on 1 March 2026 at Apartment 1507, Larkspur Tower, Jumeirah Lake Towers, Dubai.

Present were Mina C., tenant, and Priya N. of Ternwick Properties.

Meter readings at handover

Meter	Reading	Unit of measure
Electricity	48,216	kWh
Water	1,932	m3
Cooling	7,405	units

Keys and access devices

Issued to the tenant as listed in Annex B of tenancy contract TC-2026-0147.

Item	Quantity issued
Door key	2
Building access card	2
Parking card	1
Mailbox key	1

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Room condition

The condition column records the state observed at move-in. The remarks identify where to find each recorded defect or what action remains open.

Room	Item	Condition	Remark
Entrance	Entrance door and lock	Working	Door latches and locks with the issued key.
Living room	Floor	Scratched	Scratch by the balcony door.
Kitchen	Extractor filter	Replacement due	The landlord replaces the filter before 15 March 2026.
Bedroom 1	Walls	Clean	No marks visible on inspection.
Bedroom 2	Wardrobe door	Misaligned	The landlord repairs the door within 14 days of handover.
Bathroom 1	Basin and taps	Working	Taps open and shut.
Bathroom 2	Shower controls	Working	Controls turn and operate.
Balcony	Drain cover	In place	Cover seated in the drain opening.

Record any later change to the condition separately, with the date and the item affected. Keep this move-in record as the basis for the final inspection.

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Service record and signatures

Work recorded before move-in

The air conditioning was serviced on 20 February 2026. The apartment was repainted in February 2026.

Items for follow-up

Ternwick Properties records the completion of each repair against the relevant condition entry. Keep the original condition remarks with the repair record.

Use the opening readings on page 1 when setting up the utility accounts. Keep this checklist with the tenancy contract for comparison at the end of the tenancy.

Sign-off

The tenant and office representative sign to acknowledge the recorded condition, readings and issue of keys. Each keeps a copy with the tenancy records.

Mina C.
Tenant

Priya N.
For Ternwick Properties