

Handover Protocol

Property/Unit: _____ Handover date: _____ From: _____ To: _____

Meter readings

Meter	Serial number	Reading	Photo ref

Items handed over

Item	Quantity	Condition	Notes

Agreed open items at handover

#	Open item	Responsible	Agreed completion date

Signatures

Handing over — name	Signature	Receiving — name	Signature

GARAHANDOVER — punch list & handover documentation. This form is a documentation aid and does not constitute a professional opinion; it does not replace a licensed inspector, engineer or appraiser.