

# Apartment hand-over & transfer protocol for sublease in Austria



We're happy to provide this apartment hand-over & transfer protocol template free of charge.

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## Apartment hand-over & transfer protocol

Please fill out during the handing-over of the housing space and then compare during the taking-over. To be signed both times by both parties. Also take a few meaningful photos that document the condition of the apartment.

<b>Object</b>		<b>Basic state</b>	<input type="radio"/> like new	<input type="radio"/> good	<input type="radio"/> used	<input type="radio"/> old
Housing space (address)						
Subtenant (address):						
Landlord (address):						
<b>Dates</b>	Date of the handing-over			Date of the taking-over		
<b>Kitchen</b>	<b>Condition at the time of the handing over</b>			<b>Condition at the time of the taking-over</b>		
	ok	comments / description of condition		ok	comments / description of condition	
Floor						
Ceiling/walls						
Electric appliances						
Windows/shutters						
Cupboards/doors						
Taps						
Cooking stove/oven						
Fridge						
Steam exhaust						
Dishwasher						
Coffee machine						
Furniture						
- Tables						
- Chairs						
-						
<b>Kitchen-utensils</b>	<b>At the time of the handing over</b>			<b>At the time of the taking-over</b>		
	number	ok	comments / description of condition	number	ok	comments / description of condition
Cutlery			for how many persons?			
Dishes			for how many persons?			
Drinking glasses			for how many persons?			
Bowls						
Pans						
<b>Bathroom &amp; WC 1</b>	<b>Condition at the time of the handing over</b>			<b>Condition at the time of the taking-over</b>		
	ok	comments / description of condition		ok	comments / description of condition	
Floor						
Ceiling/walls						
Electric appliances						
Windows/shutters						
Bath/shower stall						
Toilet/WC						
Sink						
Cupboards/doors						
<b>Signatures</b>	Landlord		Subtenant		Landlord	
					Subtenant	



This page can be omitted for smaller apartments.

Room 4	Condition at the time of the handing over		Condition at the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Floor				
Ceiling/walls				
Electric appliances				
Windows/shutters				
Cupboards				
Doors				
Furniture				
-				
-				
-				
Room 5	Condition at the time of the handing over		Condition at the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Floor				
Ceiling/walls				
Electric appliances				
Windows/shutters				
Cupboards				
Doors				
Furniture				
-				
-				
-				
Room 6	Condition at the time of the handing over		Condition at the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Floor				
Ceiling/walls				
Electric appliances				
Windows/shutters				
Cupboards				
Doors				
Furniture				
-				
-				
-				
Room 7	Condition at the time of the handing over		Condition at the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Floor				
Ceiling/walls				
Electric appliances				
Windows/shutters				
Cupboards				
Doors				
Furniture				
-				
-				
-				
Signatures	Landlord	Subtenant	Landlord	Subtenant

Corridor	Condition at the time of the handing over		Condition at the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Floor				
Ceiling/walls				
Electric appliances				
Windows/shutters				
Cupboards				
Wardrobe				
Furniture				
-				
-				
Veranda/ patio	Condition at the time of the handing over		Condition at the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Floor				
Sunblind				
Furniture				
-				
-				
Cellar/ attic	Condition at the time of the handing over		Condition at the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Electric appliances				
Furniture				
-				
-				
Keys	At the time of the handing over		At the time of the taking-over	
	number	comments / description of condition	number	comments / description of condition
House keys				
Flat keys				
Mailbox keys				
Cellar keys				
Other	At the time of the handing over		At the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Bedclothes				
Hand towels				
Remarks				
Signatures	Landlord	Subtenant	Landlord	Subtenant
Instructions	<ul style="list-style-type: none"> <li>- Please indicate the basic condition of the object on the first page. Your description is valid as the guideline for the evaluation "ok".</li> <li>- According to what you check, you need to take it more or less seriously while filling out the protocol.</li> <li>- Please set down in writing what you consider extremely valuable (e.g. heirlooms, paintings).</li> <li>- Please fill out the form together with the subtenant(s) and hand-out a copy to the the subtenant(s).</li> </ul>			