

Property handover record

Unsigned preparation draft - review the complete document before use.

Blank W form - enter reviewed information only.

Track keys, documents and unresolved handover items.

Contact

Your full name

Contact email

Contact phone

Property

Property address

Suburb

State or territory (VIC / NSW / QLD / WA / SA / TAS / ACT / NT)

Postcode

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Property

Property type

Timing

Proposed handover date

Handover

Key and access-item inventory

Utility and meter-reading arrangements

Documents to supply

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Handover

Condition and outstanding work

Follow-up

Items still awaiting confirmation