

# PROPERTY HANDOVER CHECKLIST

## ENSURING A SMOOTH TRANSITION



After the completion of a property sale, a significant period unfolds – the transition of a house or apartment to its new owner. When handing over the property, there are a number of crucial steps to ensure that the handover goes smoothly. The following is a list of important aspects to be considered for the handover:

### 1

#### UTILITIES AND SERVICES:

- Ensure that there is a seamless transfer of utility services to the new occupant, such as water and electricity.
- Share essential contacts for maintenance services to guarantee a hassle-free living experience.



#### HANDOVER:

### 2

- Arrange a handover meeting before move in. This gives you the opportunity to find out how to operate the alarm system, pool, switches, meters, etc.
- Schedule a convenient key handover to prevent delays in occupancy.
- Prepare spare keys and remotes for both parties to avoid inconvenience.



### 3

#### FINANCIAL SETTLEMENT:

- Make sure that all financial matters, including outstanding payments or refunds, are settled transparently.
- Double-check transaction details to prevent any financial discrepancies.



#### OCCUPATIONAL RENT

### 4

- The agreement should clearly stipulate the amount of occupational rent payable. If the property transfer is delayed, pro rata occupation is paid by the purchaser. Similarly, if the transfer happens sooner than anticipated, the seller will pay occupational rent to the purchaser.
- Check meter readings upon occupation and transfer dates to ensure correct allocation of bills.



By adhering to this property handover checklist, sellers can navigate the transition process with ease. A well-organised handover not only fosters trust but also establishes a positive foundation for future property transactions.