

Moving in  Moving out

**Moving out:** The prior tenant takes over the costs for the restoration/use of the objects up to the amount (Fr.) specified in the column "costs" or the corresponding percentage. He/she authorizes the landlord/administrator to arrange the necessary repairs. This hand-over declaration is not a recognition of culpability.

**Moving in:** The new tenant confirms that the rented property - apart from the defects listed below - has been taken over in an orderly condition.

Rented property/floor:

Tenant moving in/out:

New address:

Landlord/administration:

Moving in:  Date of inspection:

Last inspection protocol created on:

Meter readings: Electricity I  Electricity II  Gas  Water Heating oil   
 Heating  Oil

New tenant:

## Kitchen

Freshly painted for move-in:  Walls  woodwork

Flooring: new

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> 1. Floor           | <input type="checkbox"/> 8. Lock/Key                  | <input type="checkbox"/> Oven fixtures                 | <input type="checkbox"/> 21. Battery                |
| <input type="checkbox"/> 2. Walls           | <input type="checkbox"/> 9. Windows DV/IV             | <input type="checkbox"/> 15. Baking tray               | <input type="checkbox"/> 22. Fridge/freezer         |
| <input type="checkbox"/> 3. Ceiling         | <input type="checkbox"/> 10. Blinds                   | <input type="checkbox"/> 16. Grill                     | <input type="checkbox"/> 23. Electrical switch/plug |
| <input type="checkbox"/> 4. Upper cupboards | <input type="checkbox"/> 11. Belts/crank handles      | <input type="checkbox"/> 17. Rack                      | <input type="checkbox"/> 24. Dishwasher             |
| <input type="checkbox"/> 5. Lower cupboards | <input type="checkbox"/> 12. Curtain track/rail       | <input type="checkbox"/> 18. Stove                     | <input type="checkbox"/> 25. ....                   |
| <input type="checkbox"/> 6. Tiles           | <input type="checkbox"/> 13. Radiators/heating valves | <input type="checkbox"/> 19. Extractor hood            | <input type="checkbox"/> 26. ....                   |
| <input type="checkbox"/> 7. Doors           | <input type="checkbox"/> 14. Oven                     | <input type="checkbox"/> 20. Kitchen sink/chrome steel | <input type="checkbox"/> 27. Key (number) ....      |

## Bathroom/ shower/toilet

Freshly painted for move-in:  Walls  woodwork

Flooring: new

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> 28. Floor       | <input type="checkbox"/> 36. Blinds                 | <input type="checkbox"/> 44. Toilet                  | <input type="checkbox"/> 50. Shelves                  |
| <input type="checkbox"/> 29. Tiles       | <input type="checkbox"/> 37. Belts/crank handle     | <input type="checkbox"/> Flushing cistern            | <input type="checkbox"/> 51. Cabinets                 |
| <input type="checkbox"/> 30. Walls       | <input type="checkbox"/> 38. Electrical switch/plug | <input type="checkbox"/> toilet seat                 | <input type="checkbox"/> 52. Radiators/heating valves |
| <input type="checkbox"/> 31. Ceiling     | <input type="checkbox"/> 39. Bathtub/shower         | <input type="checkbox"/> 45. Toilet paper holder     | <input type="checkbox"/> 53. ....                     |
| <input type="checkbox"/> 32. Doors       | <input type="checkbox"/> 40. Battery                | <input type="checkbox"/> 46. Sink                    | <input type="checkbox"/> 54. ....                     |
| <input type="checkbox"/> 33. Lock/Key    | <input type="checkbox"/> 41. Shower head/hose       | <input type="checkbox"/> 47. Battery                 | <input type="checkbox"/> 55. ....                     |
| <input type="checkbox"/> 34. Windows     | <input type="checkbox"/> 42. Towel rail             | <input type="checkbox"/> 48. Mirror/bathroom cabinet | <input type="checkbox"/> 56. ....                     |
| <input type="checkbox"/> 35. Ventilation | <input type="checkbox"/> 43. Soap dish/bowl         | <input type="checkbox"/> 49. ....                    | <input type="checkbox"/> 57. Key (number) ....        |

**Separate wet room**

Freshly painted for move-in:  Walls  woodwork

Flooring: new

- |                                      |  |   |  |
|--------------------------------------|--|---|--|
| <input type="checkbox"/> 58. Floor   | <input type="checkbox"/> 63. Windows             | <input type="checkbox"/> 66. Sink             | <input type="checkbox"/> 71. Soap dish/bowl          |
| <input type="checkbox"/> 59. Tiles   | <input type="checkbox"/> 64. Toilet              | <input type="checkbox"/> 67. Bathtub/shower   | <input type="checkbox"/> 72. Mirror/bathroom cabinet |
| <input type="checkbox"/> 60. Walls   | <input type="checkbox"/> Flushing cistern/       | <input type="checkbox"/> 68. Battery          | <input type="checkbox"/> 73. Glass holder/glass      |
| <input type="checkbox"/> 61. Ceiling | <input type="checkbox"/> Toilet seat             | <input type="checkbox"/> 69. Shower head/hose | <input type="checkbox"/> 74. ....                    |
| <input type="checkbox"/> 62. Doors   | <input type="checkbox"/> 65. Toilet paper holder | <input type="checkbox"/> 70. Towel rail       | <input type="checkbox"/> 75. Key (number) .....      |

**Hallway**

Freshly painted for move-in:  Walls  woodwork

Flooring: new

- |                                    |   |                                      |   |
|------------------------------------|---|--------------------------------------|---|
| <input type="checkbox"/> 76. Floor | <input type="checkbox"/> 78. Ceiling        | <input type="checkbox"/> 80. Doors   | <input type="checkbox"/> 82. Cabinets           |
| <input type="checkbox"/> 77. Walls | <input type="checkbox"/> 79. Entrance doors | <input type="checkbox"/> 81. Windows | <input type="checkbox"/> 83. Key (number) ..... |

**Living room**

Freshly painted for move-in:  Walls  woodwork

Flooring: new

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> 84. Floor        | <input type="checkbox"/> 90. Windows DV/IV          | <input type="checkbox"/> 96. TV/Telephone connection   | <input type="checkbox"/> 102. ....               |
| <input type="checkbox"/> 85. Walls        | <input type="checkbox"/> 91. Window ledges          | <input type="checkbox"/> 97. Radiators/ heating valves | <input type="checkbox"/> 103. ....               |
| <input type="checkbox"/> 86. Ceiling      | <input type="checkbox"/> 92. Curtain track          | <input type="checkbox"/> 98. Cabinets                  | <input type="checkbox"/> 104. ....               |
| <input type="checkbox"/> 87. Doors        | <input type="checkbox"/> 93. Blinds                 | <input type="checkbox"/> 99. Balcony/seat              | <input type="checkbox"/> 105. ....               |
| <input type="checkbox"/> 88. Lock/Key     | <input type="checkbox"/> 94. Belts/crank handle     | <input type="checkbox"/> 100. Sunshade                 | <input type="checkbox"/> 106. ....               |
| <input type="checkbox"/> 89. French doors | <input type="checkbox"/> 95. Electrical switch/plug | <input type="checkbox"/> 101. Belts/crank handle       | <input type="checkbox"/> 107. Key (number) ..... |

**Bedroom**

Freshly painted for move-in:  Walls  woodwork

Flooring: new

- |                                       |   |  |   |
|---------------------------------------|---|--|---|
| <input type="checkbox"/> 108. Floor   | <input type="checkbox"/> 112. Lock/Key      | <input type="checkbox"/> 116. Blinds                 | <input type="checkbox"/> 120. Radiators/ heating valves |
| <input type="checkbox"/> 109. Walls   | <input type="checkbox"/> 113. French doors  | <input type="checkbox"/> 117. Belts/crank handle     | <input type="checkbox"/> 121. ....                      |
| <input type="checkbox"/> 110. Ceiling | <input type="checkbox"/> 114. Windows DV/IV | <input type="checkbox"/> 118. Electrical switch/plug | <input type="checkbox"/> 122. ....                      |
| <input type="checkbox"/> 111. Doors   | <input type="checkbox"/> 115. Window ledges | <input type="checkbox"/> 119. Cabinets               | <input type="checkbox"/> 123. Key (number) .....        |

**..... -Room**

Freshly painted for move-in:  Walls  woodwork

Flooring: new

- |                                       |   |  |   |
|---------------------------------------|---|--|---|
| <input type="checkbox"/> 124. Floor   | <input type="checkbox"/> 128. Lock/Key      | <input type="checkbox"/> 132. Blinds                 | <input type="checkbox"/> 136. Radiators/ heating valves |
| <input type="checkbox"/> 125. Walls   | <input type="checkbox"/> 129. French doors  | <input type="checkbox"/> 133. Belts/crank handle     | <input type="checkbox"/> 137. ....                      |
| <input type="checkbox"/> 126. Ceiling | <input type="checkbox"/> 130. Windows DV/IV | <input type="checkbox"/> 134. Electrical switch/plug | <input type="checkbox"/> 138. ....                      |
| <input type="checkbox"/> 127. Doors   | <input type="checkbox"/> 131. Window ledges | <input type="checkbox"/> 135. Cabinets               | <input type="checkbox"/> 139. Key (number) .....        |

..... **-Room**      **Freshly painted for move-in:**    **Walls**    **woodwork**      **Flooring: new**  

- |                                       |   |  |   |
|---------------------------------------|---|--|---|
| <input type="checkbox"/> 140. Floor   | <input type="checkbox"/> 144. Lock/Key      | <input type="checkbox"/> 148. Blinds                 | <input type="checkbox"/> 152. Radiators/ heating valves |
| <input type="checkbox"/> 141. Walls   | <input type="checkbox"/> 145. French doors  | <input type="checkbox"/> 149. Belts/crank handle     | <input type="checkbox"/> 153. ....                      |
| <input type="checkbox"/> 142. Ceiling | <input type="checkbox"/> 146. Windows DV/IV | <input type="checkbox"/> 150. Electrical switch/plug | <input type="checkbox"/> 154. ....                      |
| <input type="checkbox"/> 143. Doors   | <input type="checkbox"/> 147. Window ledges | <input type="checkbox"/> 151. Cabinets               | <input type="checkbox"/> 155. Key (number) .....        |

..... **-Room**      **Freshly painted for move-in:**    **Walls**    **woodwork**      **Flooring: new**  

- |                                       |   |  |   |
|---------------------------------------|---|--|---|
| <input type="checkbox"/> 156. Floor   | <input type="checkbox"/> 160. Lock/Key      | <input type="checkbox"/> 164. Blinds                 | <input type="checkbox"/> 168. Radiators/ heating valves |
| <input type="checkbox"/> 157. Walls   | <input type="checkbox"/> 161. French doors  | <input type="checkbox"/> 165. Belts/crank handle     | <input type="checkbox"/> 169. ....                      |
| <input type="checkbox"/> 158. Ceiling | <input type="checkbox"/> 162. Windows DV/IV | <input type="checkbox"/> 166. Electrical switch/plug | <input type="checkbox"/> 170. ....                      |
| <input type="checkbox"/> 159. Doors   | <input type="checkbox"/> 163. Window ledges | <input type="checkbox"/> 167. Cabinets               | <input type="checkbox"/> 171. Key (number) .....        |

**Hobby room**      **Freshly painted for move-in:**    **Walls**    **woodwork**      **Flooring: new**  

- |                                       |   |  |  |
|---------------------------------------|---|--|--|
| <input type="checkbox"/> 172. Floor   | <input type="checkbox"/> 176. Lock/Key      | <input type="checkbox"/> 180. Belts/crank handle       | <input type="checkbox"/> 184. ....               |
| <input type="checkbox"/> 173. Walls   | <input type="checkbox"/> 177. Windows DV/IV | <input type="checkbox"/> 181. Electrical switch/plug   | <input type="checkbox"/> 185. ....               |
| <input type="checkbox"/> 174. Ceiling | <input type="checkbox"/> 178. Window ledges | <input type="checkbox"/> 182. Cabinets                 | <input type="checkbox"/> 186. ....               |
| <input type="checkbox"/> 175. Doors   | <input type="checkbox"/> 179. Blinds        | <input type="checkbox"/> 183. Radiators/heating valves | <input type="checkbox"/> 187. Key (number) ..... |

**Utility room**      **Freshly painted for move-in:**    **Walls**    **woodwork**      **Flooring: new**  

- |                                     |                                       |  |  |
|-------------------------------------|---------------------------------------|--|--|
| <input type="checkbox"/> 188. Floor | <input type="checkbox"/> 190. Ceiling | <input type="checkbox"/> 192. Lock/Key | <input type="checkbox"/> 194. Ventilation        |
| <input type="checkbox"/> 189. Walls | <input type="checkbox"/> 191. Doors   | <input type="checkbox"/> 193. Windows  | <input type="checkbox"/> 195. Key (number) ..... |

**Miscellaneous**

**Balcony**

- 196. Sunshade
- 197. Belts

**Garage/parking area**

- 201. ....
- 202. Key (number) .....

**Letter box/milk crate**

- 206. Key (number) .....

**Spare key**

- 211. Front door (number) .....
- 212. Apartment door (number) .....

**Basement**

- 198. Wooden rack
- 199. Windows
- 200. Key (number) .....

**Stone floor**

- 203. ....
- 204. ....
- 205. Key (number) .....

**Light fixtures**

- 207. Kitchen
- 208. Bathroom/shower/toilet
- 209. Separate toilet
- 210. Hallway

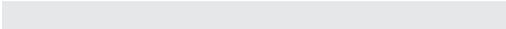
**More**

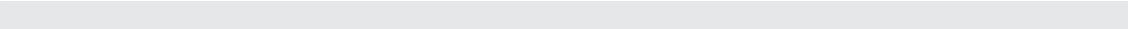
- 213. ....
- 214. ....
- 215. ....

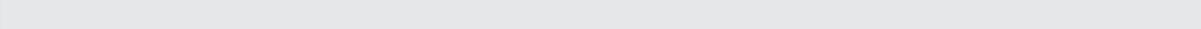
---

## Annex to the apartment hand-over protocol

---

The following observations are integrated components of the apartment inspection protocol 

for the rented property/floor: 

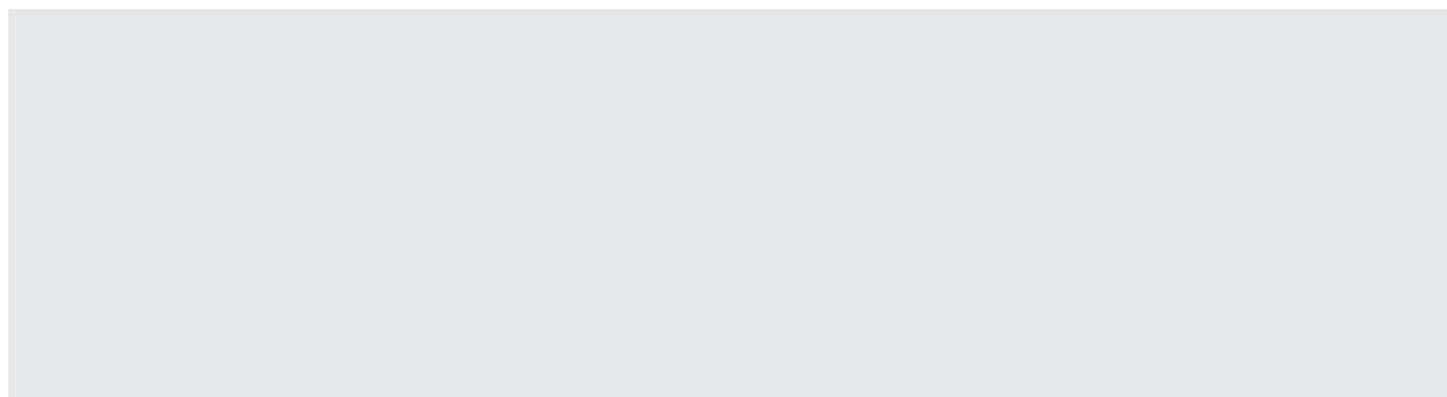
Tenant moving in/out: 

---

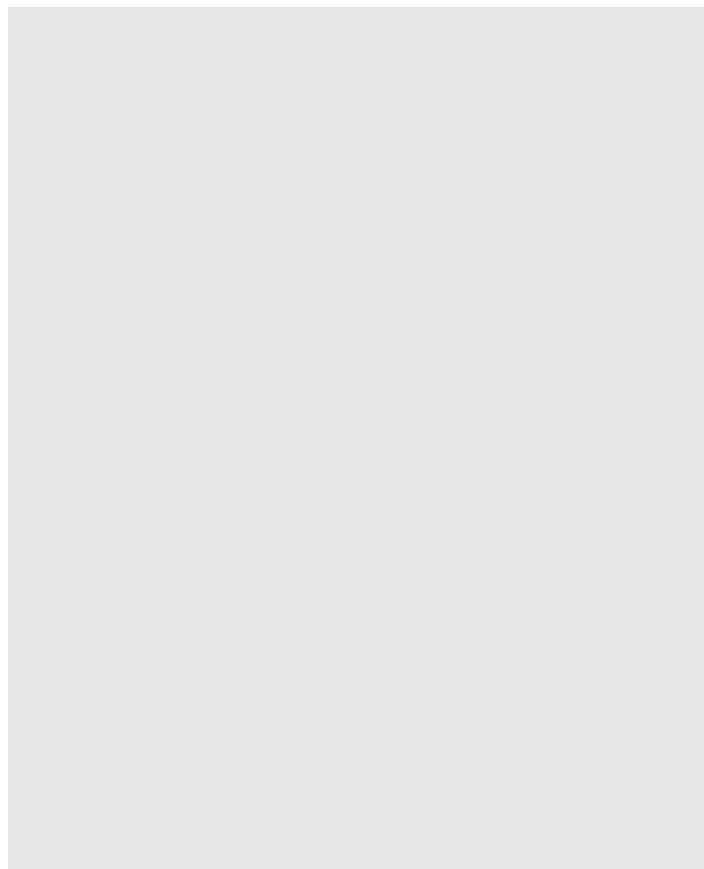
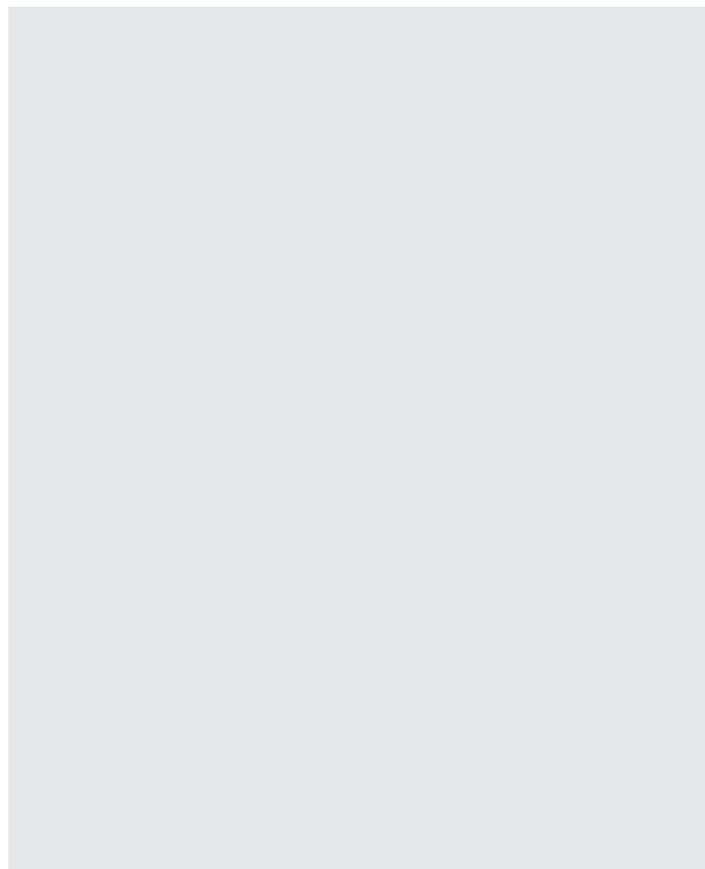
## Acquisition of the previous tenant's property

If the tenant who subsequently moves in acquires furniture that does not belong in the rented property, he/she commits to removing this upon request and repairing any damages at his/her own cost.

### Acquired furniture



### Further comments



---

Place/date

The landlord/administrator

The tenant

The expert