

Landlord / property manager

Address (optional)

Contact person

Key handover at move-in

Reference no. _____ Place _____ Date _____ Time _____

Property

Address _____ Location (floor, flat number) _____

Tenants

Tenant 1 _____ Tenant 2 (optional) _____ Tenant 3 (optional) _____

Locking system

System no. / manufacturer (optional) _____ Security card
☐ held by the landlord ☐ held by the tenant
☐ none ☐ unknown

Keys

Type	Key number (stamped)	Qty

Possible entries: Type – Front door, Flat door, Letterbox, Cellar, Attic, Garage / car park, Fob / chip, Other

Confirmation

The tenant side confirms receipt of the keys listed above. If additional keys are cut, the tenant side informs the landlord side; they are returned at move-out as well.

Landlord side

Signature

Name

Place, date

Tenant 2

Signature

Name

Place, date

Tenant 1

Signature

Name

Place, date

Tenant 3

Signature

Name

Place, date