

Landlord / property manager

Address (optional)

Contact person

Key handover at move-out

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)	At move-in	Returned	Shortfall

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

Additional details

Extra keys cut by the tenant and returned (qty) _____

Notes _____

Confirmation

The landlord side confirms receipt of the keys listed above. Missing keys are noted in the table.

Landlord side

Signature _____
Name _____
Place, date _____

Tenant 2

Signature _____
Name _____
Place, date _____

Tenant 1

Signature _____
Name _____
Place, date _____

Tenant 3

Signature _____
Name _____
Place, date _____