

Agreement on handing over the keys

Today on ___/___/20___ I/we have handed over **all the following original keys and any keys I/we have had made for the apartment** at the address

to the next resident/residents

Itemisation of keys

Apartment keys _____ pcs
Selective master keys _____ pcs
_____ keys _____ pcs
(other possible keys)

Keys handed over by

Keys received by

signature

signature

name in block letters

name in block letters

The agreement on handing over the keys must be delivered to the maintenance company of the property immediately after the keys have been handed over; however, at the latest on the day the rental agreement ends, or if that day is a holiday, on the following weekday.

The resident moving away is always responsible for returning the agreement on handing over the keys, even if the residents have agreed upon a different procedure together. If information on the keys is not received by the termination date of the rental agreement, the locks of the apartment will be changed and the resident moving out will be charged for the work.