

Apartment hand-over & transfer protocol for sublease in Switzerland



We're happy to provide this apartment hand-over & transfer protocol template for sub-lease.

If you are still looking for the right sub-tenant, simply list your property on our website free of charge:

>> www.ums.ch

UMS Ltd.
Temporary Housing Switzerland
Your specialist for furnished apartments & temporary housing in Switzerland.

We will be happy to support you, take care of the paperwork for you and check your subtenant.

Apartment hand-over & transfer protocol

Please fill out during the handing-over of the housing space and then compare during the taking-over. To be signed both times by both parties. Also take a few meaningful photos that document the condition of the apartment.

Object			Basic state	<input type="radio"/> like new	<input type="radio"/> good	<input type="radio"/> used	<input type="radio"/> old	
Housing space (address)								
Subtenant (address):								
Landlord (address):								
Dates	Date of the handing-over			Date of the taking-over				
Kitchen	Condition at the time of the handing over			Condition at the time of the taking-over				
	ok	comments / description of condition		ok	comments / description of condition			
Floor								
Ceiling/walls								
Electric appliances								
Windows/shutters								
Cupboards/doors								
Taps								
Cooking stove/oven								
Fridge								
Steam exhaust								
Dishwasher								
Coffee machine								
Furniture								
- Tables								
- Chairs								
-								
Kitchen-utensils	At the time of the handing over			At the time of the taking-over				
	number	ok	comments / description of condition	number	ok	comments / description of condition		
Cutlery			for how many persons?					
Dishes			for how many persons?					
Drinking glasses			for how many persons?					
Bowls								
Pans								
Bathroom & WC 1	Condition at the time of the handing over			Condition at the time of the taking-over				
	ok	comments / description of condition		ok	comments / description of condition			
Floor								
Ceiling/walls								
Electric appliances								
Windows/shutters								
Bath/shower stall								
Toilet/WC								
Sink								
Cupboards/doors								
Signatures	Landlord		Subtenant		Landlord		Subtenant	

Bathroom & WC 2	Condition at the time of the handing over		Condition at the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Room 1 Living room	Condition at the time of the handing over		Condition at the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Room 2	Condition at the time of the handing over		Condition at the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Room 3	Condition at the time of the handing over		Condition at the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Signatures	Landlord	Subtenant	Landlord	Subtenant

This page can be omitted for smaller apartments.

Room 4	Condition at the time of the handing over		Condition at the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Floor				
Ceiling/walls				
Electric appliances				
Windows/shutters				
Cupboards				
Doors				
Furniture				
-				
-				
-				
Room 5	Condition at the time of the handing over		Condition at the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Floor				
Ceiling/walls				
Electric appliances				
Windows/shutters				
Cupboards				
Doors				
Furniture				
-				
-				
-				
Room 6	Condition at the time of the handing over		Condition at the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Floor				
Ceiling/walls				
Electric appliances				
Windows/shutters				
Cupboards				
Doors				
Furniture				
-				
-				
-				
Room 7	Condition at the time of the handing over		Condition at the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Floor				
Ceiling/walls				
Electric appliances				
Windows/shutters				
Cupboards				
Doors				
Furniture				
-				
-				
-				
Signatures	Landlord	Subtenant	Landlord	Subtenant

Corridor	Condition at the time of the handing over		Condition at the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Floor				
Ceiling/walls				
Electric appliances				
Windows/shutters				
Cupboards				
Wardrobe				
Furniture				
-				
-				
Veranda/ patio	Condition at the time of the handing over		Condition at the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Floor				
Sunblind				
Furniture				
-				
-				
Cellar/ attic	Condition at the time of the handing over		Condition at the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Electric appliances				
Furniture				
-				
-				
Keys	At the time of the handing over		At the time of the taking-over	
	number	comments / description of condition	number	comments / description of condition
House keys				
Flat keys				
Mailbox keys				
Cellar keys				
other				
Other	At the time of the handing over		At the time of the taking-over	
	ok	comments / description of condition	ok	comments / description of condition
Bedclothes				
Hand towels				
Remarks				
Signatures	Landlord	Subtenant	Landlord	Subtenant
Instructions	<ul style="list-style-type: none"> - Please indicate the basic condition of the object on the first page. Your description is valid as the guideline for the evaluation "ok". - According to what you check, you need to take it more or less seriously while filling out the protocol. - Please set down in writing what you consider extremely valuable (e.g. heirlooms, paintings). - Please fill out the form together with the subtenant(s) and hand-out a copy to the the subtenant(s). 			