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

Sample based on German practice, without warranty. Not legal advice for your individual case.

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 1

Signature

Name

Place, date

Tenant 2

Signature

Name

Place, date

Tenant 3

Signature

Name

Place, date

Sample based on German practice, without warranty. Not legal advice for your individual case.