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

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

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 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.