



## Key Handover Form – Flex Estate

This form is used to record the official handover of property keys between seller and buyer. It includes all relevant details such as key inventory, meter readings, property condition, and signatures.

### 1. Property & Parties

Property address: \_\_\_\_\_

Seller name: \_\_\_\_\_

Buyer name: \_\_\_\_\_

Handover date: \_\_\_\_\_

### 2. Key Inventory

Key Type	Quantity	Notes
Front door		
Back door		
Shed / storage		
Mail box		
Common areas		
Other:		

### 3. Meter Readings at Handover

Meter	Reading	Date
Electricity		
Gas		
Water		

### 4. Property Condition at Handover

Note any details regarding the condition of the property, including damages, defects, or agreements on repair work.

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### **5. Identity Verification**

Seller ID verified by buyer: Yes / No

Buyer ID verified by seller: Yes / No

### **6. Signatures**

#### ***Seller***

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### ***Buyer***

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Flex Estate acts solely as a platform and is not a party to the key handover or any transactions.*