Office Handover Checklist

To ensure a thorough and organized office handover, use the following checklist with checkboxes for each item:

### General Information

* Handover Date: [Insert Date]
* Outgoing Party: [Insert Name/Company]
* Incoming Party: [Insert Name/Company]
* Location: [Insert Office Address]

### Key Documents

* Lease Agreement
* Recent Utility Bills
* Property Insurance Documents
* Maintenance Records

### Keys and Access

* Front Door Keys
* Office Keys
* Access Cards
* Security Alarm Codes

### Office Equipment and Furniture

* Desks and Chairs
* Computers and Monitors
* Printers and Scanners
* Telephones and Fax Machines

### IT and Communication

* Network Devices (Routers, Switches)
* Wi-Fi Access Credentials
* Email Account Details
* Server Access Information

### Utilities

* Electricity Meter Reading
* Water Meter Reading
* HVAC System Status
* Lighting Fixtures

### Maintenance and Services

* Cleaning Service Contracts
* Equipment Service Agreements
* Emergency Contact List

### Financials

* Outstanding Invoices
* Deposit Information
* Final Billing Statements

### Condition of Premises

* Inventory List
* Damage Report
* Cleaning Status

### Sign-off

* Outgoing Party Signature
* Incoming Party Signature
* Witness Signature (if applicable)