

Post-Construction Property Handover Checklist 2026

Structural & Exterior Integrity

Verification of foundation, roofing, siding, windows, and exterior door seals to ensure no damage occurred during the final construction phases.

Foundation & Concrete Condition

- ☐ No visible cracks or settling
- ☐ Minor hairline cracks noted
- ☐ Major structural concerns identified

Roofing & Gutter Integrity

- ☐ Pass - No leaks or debris detected
- ☐ Fail - Damage or improper installation

Exterior Envelope Inspection Points

- ☐ Siding/Brickwork Inspection
- ☐ Window Seal & Frame Check
- ☐ Door Frame & Threshold Alignment
- ☐ External Trim & Caulking

Structural Deficiencies Found

Write something...

Exterior Damage Photos

 Upload File

Inspector Confirmation

Mechanical, Electrical, & Plumbing (MEP) Systems

Testing and validation of HVAC, electrical panels, plumbing pressure, water heaters, and smart home integrations for full functionality.

HVAC System Operational Status

- ☐ Fully Functional
- ☐ Functional with Minor Issues
- ☐ Requires Immediate Repair
- ☐ Not Inspected

Electrical Component Verification

- ☐ Circuit Breaker Panel Labeled
- ☐ All Outlets Energized
- ☐ GFCI Outlets Tested
- ☐ Lighting Fixtures Working
- ☐ Emergency Lighting Tested

Plumbing Leak Inspection Notes

Write something...

Water Pressure Reading (PSI)

Enter a number...

Plumbing & Electrical Inspection Photos

 Upload File

Technician/Inspector Verification

Interior Finishes & Surface Inspection

Detailed examination of paint quality, flooring consistency, cabinetry alignment, drywall smoothness, and countertop installation.

Wall & Paint Condition

- ☐ Perfect - No defects
- ☐ Minor Scratches/Scuffs
- ☐ Requires Touch-up
- ☐ Failed - Immediate Repair Needed

Flooring Surfaces Inspected

- ☐ Hardwood/Laminate
- ☐ Carpet
- ☐ Tile/Stone
- ☐ Polished Concrete

Cabinetry & Hardware Alignment

Write something...

Detailed Notes on Surface Imperfections

Write something...

Photo Evidence of Defects

 Upload File

Inspector Verification

Safety & Compliance Verification

Audit of smoke/CO detectors, egress paths, emergency lighting, -handrail stability, and adherence to 2026 building code standards.

Smoke & CO Detector Functionality

- ☐ Fully Operational
- ☐ Requires Maintenance
- ☐ Non-Compliant

Safety Equipment Inspection Items

- ☐ Fire Extinguishers
- ☐ Emergency Exit Signage
- ☐ Carbon Monoxide Detectors
- ☐ Egress Path Clearance
- ☐ Handrail & Guardrail Stability

Identified Safety Deficiencies

Write something...

Compliance Certificate Upload

 Upload File

Inspector Certification

Appliance & Fixture Operational Check

Functional testing of all built-in appliances, lighting fixtures, faucets, and bathroom hardware to ensure seamless operation.

Refrigerator & Freezer Functionality

- ☐ Operational
- ☐ Defective
- ☐ N/A

Oven, Stove, & Cooktop Performance

- ☐ Operational
- ☐ Defective
- ☐ N/A

Dishwasher Drainage & Cycle Test

- ☐ Passed
- ☐ Failed
- ☐ N/A

HVAC Thermostat & Vent Airflow

- ☐ Working Correctly
- ☐ Requires Repair
- ☐ N/A

Defect Observations & Repair Notes

Write something...

Photo Evidence of Appliance Condition

 Upload File

Inspector Verification

Documentation & Warranty Handover

Collection of all manufacturer manuals, warranty certificates, building permits, as-built drawings, and subcontractor contact lists.

Handover Completion Date

Enter date...

Included Documentation Checklist

- ☐ Manufacturer Warranty Certificates
- ☐ As-Built Drawings & Blueprints
- ☐ Building Permits & Inspection Reports
- ☐ Subcontractor Contact Directory
- ☐ Appliance User Manuals
- ☐ Maintenance Schedule & Service Logs

Upload Digital Document Folder

 **Upload File**

Notes on Missing or Pending Documentation

Write something...

Project Manager Acknowledgement

Keys, Access, & Security Handover

Inventory and testing of all physical keys, digital keypad codes, smart locks, and security system master controls.

Key & Access Media Inventory

- ☐ Front Door Master Keys
- ☐ Unit/Apartment Keys
- ☐ Mailbox Keys
- ☐ Gate/Garage Remotes
- ☐ Digital Keypad Codes
- ☐ Smart Lock Access Cards
- ☐ Common Area Fobs

Master Security Code Verification

Write something...

Handover Date

Enter date...

Property Manager Acknowledgment

Photo Proof of Key/Access Inventory

 Upload File

Notes on Missing or Damaged Access Hardware

Write something...

Final Site Cleanliness & Debris Removal

Confirmation that all construction dust, adhesive residue, and leftover building materials have been professionally removed from all areas.

Debris Removal Completion Status

- ☐ Fully Cleared
- ☐ Partial Cleanup Required
- ☐ Pending Contractor Removal

Areas Requiring Detailed Cleaning

- ☐ Windows & Glass Surfaces
- ☐ Floors & Carpets
- ☐ Cabinet Interiors
- ☐ HVAC Vents & Dust Removal
- ☐ Baseboards & Trim

Post-Cleaning Photo Evidence

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Remaining Debris Notes

Write something...

Site Manager Final Approval

< Previous

> Next

✔ Finish

🔧 Generate Sample Report