



HANDOVER LIST

(Please tick each item upon inclusion in handover bundle)

THE PROPERTY

• Copy of the Land Certificate.	
• Plans and drawings if any of the site and buildings.	
• Details of utilities and location of main stop-cocks etc.	
• Details of any major works and long term agreements ongoing and copies of S.20 notices and responses given.	
• Details of any major works and long term agreements planned and copies of any related S.20 notices and responses given.	
• Details of plant, machinery and relevant documentation including original O&M manuals.	
• Copies of statutory inspection reports.	
• Arrangement for out of hour's emergencies.	

INSURANCE

• Contact details of current broker/insurers.	
• Original of schedule and policy for the property.	
• Details of most recent valuation of the property.	
• Summary of claims history over past three years.	
• Files on open insurance claims and agreement on who will handle such.	
• Details of third party and employer's liability (including current and all previous certificates for employer's liability where employer is not changing).	
• Originals of Mechanical Engineering Insurance and the last three years' Inspector's reports.	

CONTRACTS AND CONTRACTORS

• Details of all current contracts.	
• Details of regular contractors used and the scope of their duties and payment terms.	
• Details of any current warranties.	

LEGAL

• Details of any current disputes whether involving lessees, contractors or other parties.	
• Details of any current or impending litigation whether for or against the client.	
• Details of solicitors employed.	



THE LESSEES

• Originals or copies of all leases and deeds of variation and other licenses etc.	
• Copy of any current house rules.	
• Details of any ongoing assignments.	
• Names and contact details of all lessees, including those who are not resident.	
• Details of any sub-let flats and their occupants.	
• Schedule of ground rents payable.	
• Schedule of service charge apportionment per unit.	

ACCOUNTING INFORMATION

• Certified service charge accounts for at least the last three years however preferably six years or longer.	
• Copy of the current service charge budget.	
• Bank statements relating to lessee and client monies for the property.	
• A reconciled copy of the cash book / transactions.	
• Service charge balances and statements.	
• Paid contractors and suppliers invoices for the current period and previous years. The receipts and invoices to support service charges belong to landlord so if the agent changes all years held should be handed over. LVT's can now go back many years if a challenge is made by lessees.	
• Outstanding contractors and supplier's invoices.	
• Historical and reconciled trial balance and supporting schedules made up to the date of the handover.	
• A cheque for the balance of funds in hand.	
• Method of payment used by each lessee.	
• Agreed payment plans for arrears if any.	
• Copy correspondence about any outstanding arrears	

STAFF (if applicable)

• Copies of any Contracts of Employment along with a job description.	
• A full record of each person's employment history.	
• Details of any disciplinary action taken or other special circumstances.	
• PAYE records for the current period and the previous years if appropriate.	

MISCELLANEOUS

• Details of any guarantees.	
• A full set of labelled keys, any spares and access codes and programming procedures.	
• Copies of unanswered correspondence and other relevant enquiries.	



HEALTH AND SAFETY

• Copy of any Risk Assessments carried out.	
• Copy of any accident records.	
• Copy of any asbestos register.	
• CDM file if appropriate.	

COMPANY INFORMATION

• Copy of Memorandum & Articles of Association.	
• The Legal Books including minutes, stock transfer forms, Certificate of Incorporation, share register, authentication codes, seal etc.	
• Copies of previous annual returns.	
• The last six years' (audited) accounts.	
• All financial records and supporting documentation for the last six years.	
• Details of accountants/auditors used.	
• Details any Directors and officers Liability Insurance.	