

Hong Kong rental handover record

BLANK TEMPLATE · NOT A COMPLETED RECORD

Keep what you observed separate from what still needs an answer. Use this blank record at move-in, move-out or a later visit, alongside photographs you keep yourself.

An original record-keeping and communication aid, not a professional property inspection, pest diagnosis, legal opinion, allocation of liability or formal handover acceptance. Blank fields, photographs and viewing statuses do not certify safety or absence of pests.

Define the visit - Enter the date and purpose, then record rooms or items separately. Mark places you did not check, could not reach or considered inapplicable; do not treat them as clear.

Describe rather than diagnose - Use visible details such as location, colour, marks and approximate extent. Leave uncertain causes or pest identity open. Do not dismantle fixtures, access hazardous areas or touch unknown material to fill in this record.

Check the references and wording - Match photo references to the entries. Edit the notification and remove unsupported conclusions or unnecessary private details. Keep original files and correspondence in your own records.

<https://avertapest.com.hk/en/tools/rental-handover-checklist>

About this record

Record reference Use a private reference; no name or full address is needed.	
Date viewed	
Time viewed	
Purpose of record For example, move-in, move-out or a later visit. This is not a handover acceptance.	

Observation log

Use one page per item. Print this page again for more observations.

Location and item For example, a bedroom window edge, cupboard base or kitchen drain area. Record only safely accessible places.	
Viewing status Choose: not checked / something to record / nothing seen on this visit / not applicable (explain)	
What you saw / why it was not checked Describe visible details, location and extent. Leave uncertain causes or pest identity unresolved.	
Photo reference For example, P01. Leave blank if none; this tool does not upload photographs.	
Question to clarify Record the question without assigning responsibility or making a promise for someone else.	

Photo reference log - no uploads

Photo reference / filename	
Date taken	
Time taken	
Location, direction and notes Keep the files yourself. Check for faces, letters, flat numbers and other private details before sharing.	

Editable notification template

Replace the bracketed prompts before sending through your own chosen channel. This tool sends nothing. The wording does not record acceptance, an admission or an agreed arrangement.

Hello, on [date / time] I recorded the following at [location]: [describe only what you observed]. Photo references: [references; remove if none]. Questions still to clarify: [questions]. Please confirm receipt and let me know the next contact or viewing arrangement. This note records observations from that visit; it does not establish a cause or responsibility.

Your revised notification / additional notes

These original blank templates are free to use, adapt and share. Credit to Averta is welcome, but a link is not required. Official reference material is separate and does not imply endorsement.

Background references - no endorsement

Rating and Valuation Department - Official starting point for general tenancy information. This worksheet is not a government form or a substitute for the tenancy agreement or individual legal advice.

https://www.rvd.gov.hk/en/our_services/tenancy_matters.html