New home handover and snagging checklist

Use this checklist when you walk through your new home before you receive the keys. Check each room, record anything that needs attention, and leave with the documents you will need later.

This checklist is for your own walk-through. It is not the handover record you sign with the developer, and it does not replace a professional inspection.

Before handover day

- Ask the developer how long the walk-through will take and who will be there.
- Bring your phone for photos, a pen, masking tape to mark spots and a small torch.
- Read your purchase contract's section on handover, so you know what you will be asked to sign.

Room by room

Tick what you checked. If something needs attention, mark it and record it as shown below.

Entrance and doors ☐ Door closes and locks ☐ Frame and leaf undamaged ☐ Intercom works	**Walls, ceilings and floors** ☐ No cracks, stains or uneven joints ☐ Tiles sound and unchipped ☐ Skirting fixed
Windows ☐ Open, tilt and close smoothly ☐ Seals intact ☐ Glass unscratched ☐ Handles firm	**Kitchen** ☐ Cabinets aligned ☐ Worktop and joints sealed ☐ Taps run hot and cold ☐ No leaks under the sink ☐ Contracted appliances are present
Bathroom ☐ Water runs and drains ☐ No leaks at joints ☐ Silicone continuous ☐ Ventilation works ☐ Tiles and grout complete	**Heating and ventilation** ☐ Radiators or underfloor heating warm up ☐ Thermostat responds ☐ Ventilation unit runs and vents open
Electrics - what you can see ☐ Every switch works ☐ Lights work ☐ Consumer unit is labelled	**Balcony or terrace** ☐ Railings firm ☐ Drainage clear ☐ Door threshold sealed
Meters ☐ Photograph each meter reading with the date	

How to record a snag

1. Take two photos. One showing where it is in the room, one close-up.
2. Write what you see. Not the cause: “A crack runs across the floor tile beside the kitchen doorway.”
3. Add room and date. Keep every issue separate so it can be followed up clearly.

Room and location	What you see	Date	Photos

Handover documents to collect

☐ The handover record you sign with the developer
☐ Keys, fobs and access cards, with a count
☐ Manuals and warranties for installed equipment
☐ The building’s user and maintenance guide
☐ Energy performance certificate
☐ Meter readings on the day
☐ The developer’s contact for reporting defects after you move in