Move-in Defects List

Welcome to your new home! The condition of the apartment was recorded in the handover report when you moved in. Some defects, however, only become apparent in everyday use – such as a dripping tap, a jammed roller shutter or a faulty appliance. Use this list to report such defects to us. We will add it to your tenant file so that you are not held liable for defects that already existed before you moved in.

> **Deadline:** Please send us the completed list **within 14 days of the start of the lease.** Defects already recorded in the handover report do not need to be reported again.

> **Urgent damage** (e.g. water damage, failure of heating or hot water, faulty door lock) must be reported **immediately by phone on +41 61 422 22 20** – not via this list.

01 THE PROPERTY

Please fill in completely

Property street, no. _____ Postcode, town _____

Apartment floor, no. _____ Number of rooms _____ Start of lease _____ Handover date _____

Last name, first name _____ Phone _____ Email _____

02 HOW TO FILL IN THE LIST

1. Go through the apartment room by room and tick **OK** or **Defect** for each item. Leave items that do not exist blank; use the empty rows for additional items.
2. Describe each defect in the section **"Description of defects"** with the corresponding number – as precisely as possible (location, size, type of damage).
3. Take photos of the defects and enclose them. Dated photos are the best evidence.
4. Sign the list and send it by email to **info@nikolla-co.ch** or by post to Nikolla & Co AG, Leimenstrasse 27, 4051 Basel. The form can be filled in on a computer.

This report records the condition at the start of the lease. The property management decides whether individual defects will be repaired; we will contact you if necessary.

03 KEYS & DOCUMENTS

received at handover

Keys / badges	Quantity	Operating manuals / documents	received
Front door / apartment door / letterbox		Hob / oven	☐
Apartment door		Fridge	☐
Letterbox / milk box		Extractor hood	☐
Cellar / attic		Dishwasher	☐
Laundry room		Steam oven	☐
Garage / underground parking		Washing machine / dryer	☐
Badge / remote control		House rules	☐
			☐

04 METER READINGS AT MOVE-IN

if separate meters exist

Electricity _____ Gas _____ Heating _____ Hot water _____

05 ROOM-BY-ROOM LIST

OK = in good order

Entrance / hallway		OK	Defect
01	Apartment door / lock / peephole	☐	☐
02	Doorbell / intercom	☐	☐
03	Floor	☐	☐
04	Ceiling	☐	☐
05	Walls / paintwork	☐	☐
06	Lighting	☐	☐
07	Switches / sockets	☐	☐
08	Coat rack / hat shelf	☐	☐
09	Wall cupboards	☐	☐
10	Fuse box	☐	☐
11	Radiators / valves	☐	☐
12	_____	☐	☐

Kitchen		OK	Defect
13	Floor	☐	☐
14	Ceiling	☐	☐
15	Walls / paintwork	☐	☐
16	Tiles / splashback	☐	☐
17	Lighting	☐	☐
18	Switches / sockets	☐	☐
19	Windows / panes	☐	☐
20	Roller shutters / blinds	☐	☐
21	Straps / crank	☐	☐
22	Cupboards / drawers	☐	☐
23	Worktop	☐	☐
24	Sink / stainless steel	☐	☐
25	Mixer tap / taps	☐	☐
26	Hob / ceramic glass	☐	☐
27	Oven / trays / racks	☐	☐
28	Steam oven	☐	☐
29	Extractor hood / filter	☐	☐
30	Fridge / freezer	☐	☐
31	Dishwasher	☐	☐
32	Waste bin	☐	☐
33	Door	☐	☐
34	Radiators / valves	☐	☐
35	_____	☐	☐

Living room		OK	Defect
36	Floor	☐	☐
37	Ceiling	☐	☐
38	Walls / paintwork	☐	☐
39	Lighting	☐	☐
40	Switches / sockets	☐	☐
41	Windows / panes	☐	☐
42	Roller shutters / blinds	☐	☐
43	Straps / crank	☐	☐
44	Door / lock	☐	☐
45	Radiators / valves	☐	☐
46	Wall cupboards	☐	☐
47	_____	☐	☐

Bathroom / WC / shower		OK	Defect
48	Floor	☐	☐
49	Ceiling	☐	☐
50	Walls / paintwork	☐	☐
51	Tiles / grout	☐	☐
52	Lighting	☐	☐
53	Switches / sockets	☐	☐
54	Windows / panes	☐	☐
55	Roller shutters / blinds	☐	☐
56	Bathtub / shower tray	☐	☐
57	Shower screen / curtain rail	☐	☐
58	Shower head / hose	☐	☐
59	Mixer tap / taps	☐	☐
60	Toilet bowl / lid / cistern	☐	☐
61	Washbasin	☐	☐
62	Soap dish / tooth glass	☐	☐
63	Mirror / mirror cabinet	☐	☐
64	Vent grille / fan	☐	☐
65	Door	☐	☐
66	Radiator / towel radiator	☐	☐
67	_____	☐	☐

Separate WC		OK	Defect
68	Floor	☐	☐
69	Ceiling	☐	☐
70	Walls / paintwork	☐	☐
71	Tiles / grout	☐	☐
72	Lighting	☐	☐
73	Mixer tap / taps	☐	☐
74	Toilet bowl / lid / cistern	☐	☐
75	Washbasin	☐	☐
76	Soap dish / tooth glass	☐	☐
77	Mirror / mirror cabinet	☐	☐
78	Vent grille / fan	☐	☐
79	Door	☐	☐
80	_____	☐	☐

Room 1		OK	Defect
81	Floor	☐	☐
82	Ceiling	☐	☐
83	Walls / paintwork	☐	☐
84	Lighting	☐	☐
85	Switches / sockets	☐	☐
86	Windows / panes	☐	☐
87	Roller shutters / blinds	☐	☐
88	Straps / crank	☐	☐
89	Door / lock	☐	☐
90	Radiators / valves	☐	☐
91	Built-in wardrobe	☐	☐
92	_____	☐	☐

Room 2		OK	Defect
93	Floor	☐	☐
94	Ceiling	☐	☐
95	Walls / paintwork	☐	☐
96	Lighting	☐	☐
97	Switches / sockets	☐	☐
98	Windows / panes	☐	☐
99	Roller shutters / blinds	☐	☐
100	Straps / crank	☐	☐
101	Door / lock	☐	☐
102	Radiators / valves	☐	☐
103	Built-in wardrobe	☐	☐
104	_____	☐	☐

Room 3		OK	Defect
105	Floor	☐	☐
106	Ceiling	☐	☐
107	Walls / paintwork	☐	☐
108	Lighting	☐	☐
109	Switches / sockets	☐	☐
110	Windows / panes	☐	☐
111	Roller shutters / blinds	☐	☐
112	Straps / crank	☐	☐
113	Door / lock	☐	☐
114	Radiators / valves	☐	☐
115	Built-in wardrobe	☐	☐
116	_____	☐	☐

Room 4		OK	Defect
117	Floor	☐	☐
118	Ceiling	☐	☐
119	Walls / paintwork	☐	☐
120	Lighting	☐	☐
121	Switches / sockets	☐	☐
122	Windows / panes	☐	☐
123	Roller shutters / blinds	☐	☐
124	Straps / crank	☐	☐
125	Door / lock	☐	☐
126	Radiators / valves	☐	☐
127	Built-in wardrobe	☐	☐
128	_____	☐	☐

Balcony / garden patio		OK	Defect
129	Floor	☐	☐
130	Parapet / railing	☐	☐
131	Awnings	☐	☐
132	Straps / crank	☐	☐
133	Lighting	☐	☐
134	Planters	☐	☐
135	Drain	☐	☐
136	_____	☐	☐

Cellar / attic / laundry room		OK	Defect
137	Floor / walls	☐	☐
138	Window	☐	☐
139	Rack / compartment	☐	☐
140	Door / lock	☐	☐
141	Lighting	☐	☐
142	Washer / dryer (if part of the apt.)	☐	☐
143	_____	☐	☐

06 DESCRIPTION OF DEFECTS

No. as per room list

No.	Room / item	Description of the defect (location, size, type)	Photo
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐

If you need more space, please use an additional sheet.

07 ITEMS TAKEN OVER FROM THE PREVIOUS TENANT

e.g. lamps, fittings, furniture

A separate written takeover declaration is required for fittings and items taken over. By taking them over, you undertake to remove them when you move out and to repair any resulting damage.

08 CONFIRMATION

The undersigned confirms having discovered the defects listed above after moving in. This list supplements the apartment handover report and will be added to the tenant file.

Place, date

Signature of tenant

INTERNAL NOTE – PROPERTY MANAGEMENT

Received on _____ Initials _____ Action taken: ☐ yes ☐ no ☐ not required