HANDOVER & TAKEOVER · HOTO

RESIDENTIAL COMMUNITY · BUILDER-TO-ASSOCIATION

Pre-Handover Readiness Checklist

A practical, board-ready checklist for Management Committees and builders — to confirm a residential community is genuinely ready before the builder-to-association handover.

- **01** Asset Inventory & Register
- **02** MEP Snagging & Asset Testing
- **03** Defect Liability (DLP) Tracker
- **04** Documentation Readiness
- **05** Statutory Compliance Pack
- **06** Manpower Onboarding & Mobilisation
- **07** Resident / Tenant Communication

★ Recognised **“Excellent in Property Management”** — The Economic Times

Prepared by PropSquare LifeSpaces Management Pvt. Ltd.

Builder-to-association handover — done completely, documented transparently.

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WHY A COMPLETE HANDOVER MATTERS

A complete handover is how an Association recovers value and avoids inheriting the builder's liabilities.

This checklist turns that principle into a working list you can run before sign-off. A technical-only inspection tells the Association what machinery it is receiving. **A complete handover goes further** — verifying assets, finances and legal documents so the community takes over completely: tested, financially clean and legally sound.

Use this checklist to gauge readiness across seven domains, fix gaps with the builder while leverage still exists, and hand over a clean, auditable record to the incoming facility team.

PILLAR 1

Technical & Asset

Physical count, condition assessment, testing and snagging of every common-area asset and system.

PILLAR 2

Financial

What the builder owes the Association — dues, CAM and sinking fund confirmed clean before sign-off.

PILLAR 3

Legal & Documentation

Every statutory and ownership document collected, verified and tracked to closure.

How to use this checklist

1. Walk each domain on site with the builder's representative; **tick only against verified, evidenced items.**
2. Use the **Priority** column to sequence effort — close every Critical item before sign-off; High before residents move in; Standard within the first operating cycle.
3. Record evidence (photo ref, report no., document name) in **Notes** so the record is auditable.
4. Carry every unticked item into a **defect / gap matrix** with an owner and target date.

CRITICAL	Must close before handover sign-off
HIGH	Close before residents move in
STANDARD	Close within first operating cycle

SEVEN READINESS DOMAINS

01 **Asset Inventory & Register**
Count it before you own it.

02 **MEP Snagging & Asset Testing**
Don’t accept a system on paper — test it.

03 **Defect Liability (DLP) Tracker**
The builder’s warranty is your protection.

04 **Documentation Readiness**
A community runs on its documents.

05 **Statutory Compliance Pack**
What makes the community legal to occupy.

06 **Manpower Onboarding & Mobilisation**
A clean handover needs a ready team.

07 **Resident / Tenant Communication**
Make day-one feel seamless.

01 Asset Inventory & Register

Count it before you own it

Every common-area asset counted, tagged and condition-rated before takeover — the Association’s baseline for accountability and insurance.

#	DONE	CHECKLIST ITEM	PRIORITY	NOTES / EVIDENCE
1	☐	Master asset register prepared (asset ID, make, model, serial no., location, quantity)	CRITICAL	
2	☐	Physical count reconciled against the builder’s BOQ / procurement list	CRITICAL	
3	☐	Asset tagging / QR-coding of all major equipment completed	HIGH	
4	☐	Electrical assets logged: transformer, DG sets, HT/LT panels, capacitor / APFC bank	CRITICAL	
5	☐	Water systems logged: WTP, STP, pumps, sump & overhead tanks, pressure system	CRITICAL	
6	☐	Lifts & escalators logged with OEM, capacity and count	CRITICAL	
7	☐	Fire & life-safety assets logged: pumps, hydrants, sprinklers, panels, extinguishers	CRITICAL	
8	☐	Low-current systems logged: CCTV, access control, intercom / EPABX, boom barriers	HIGH	

#	DONE	CHECKLIST ITEM	PRIORITY	NOTES / EVIDENCE
9	☐	HVAC, ventilation & basement exhaust units logged	HIGH	
10	☐	Amenity assets logged: gym, clubhouse AV, pool plant, play equipment	STANDARD	
11	☐	Solar PV, gas bank & allied assets logged	STANDARD	
12	☐	Condition rating (Good / Fair / Needs attention) assigned to every asset	HIGH	
13	☐	Spare parts, tools & consumables inventory received and counted	STANDARD	

02 MEP Snagging & Asset Testing

Don’t accept a system on paper — test it

Each MEP system load-tested and snagged with photographic evidence, so the Association takes over equipment that actually performs.

#	DONE	CHECKLIST ITEM	PRIORITY	NOTES / EVIDENCE
1	☐	DG set load test & auto-changeover (AMF) verified under load	CRITICAL	
2	☐	Transformer, HT/LT panel and earth-pit resistance tested	CRITICAL	
3	☐	APFC panel and power-factor correction verified	HIGH	
4	☐	WTP output water quality tested to IS 10500	CRITICAL	
5	☐	STP performance / discharge tested (BOD, COD, TSS)	CRITICAL	
6	☐	Pumps (domestic, flushing, fire, booster) run-tested for flow & pressure	CRITICAL	
7	☐	Fire hydrant & sprinkler line pressure test; fire-pump auto-start verified	CRITICAL	
8	☐	Fire alarm panel, detectors, hooters & PA system functional test	CRITICAL	
9	☐	Emergency lighting & exit signage tested across common areas	HIGH	
10	☐	Lift load test, safety interlocks & OEM safety certificate verified	CRITICAL	

#	DONE	CHECKLIST ITEM	PRIORITY	NOTES / EVIDENCE
11	☐	HVAC / ventilation airflow & basement CO-sensor exhaust tested	HIGH	
12	☐	Plumbing pressure test, drainage flow & manhole inspection	HIGH	
13	☐	Rainwater-harvesting pits, recharge & storm-water drains verified	STANDARD	
14	☐	CCTV coverage, recording & access-control functional test	HIGH	
15	☐	Common-area DBs, lighting circuits & ELCB / RCCB tripping verified	HIGH	
16	☐	Snag list compiled with photographs and recommended action per defect	CRITICAL	

03 Defect Liability (DLP) Tracker

The builder's warranty is your protection

Track every defect, warranty and rectification owner during the Defect Liability Period so nothing lapses unclaimed and recovery stays documented.

#	DONE	CHECKLIST ITEM	PRIORITY	NOTES / EVIDENCE
1	☐	DLP start & end dates confirmed against the sale / handover agreement	CRITICAL	
2	☐	Civil & structural defects logged: cracks, seepage, settlement	CRITICAL	
3	☐	Terrace, podium & basement waterproofing / seepage audit recorded	CRITICAL	
4	☐	MEP defects logged against the responsible builder / vendor	HIGH	
5	☐	Each defect assigned severity, owner, target date and status	CRITICAL	
6	☐	Defect-rectification cost estimate consolidated (recovery basis)	HIGH	
7	☐	De-snagging follow-up schedule agreed with the builder	HIGH	
8	☐	Warranty (DLP) transferability to the Association confirmed in writing	CRITICAL	

#	DONE	CHECKLIST ITEM	PRIORITY	NOTES / EVIDENCE
9	☐	Retention amount / bank guarantee held by the Association confirmed	HIGH	
10	☐	Escalation matrix for pending builder rectifications agreed	STANDARD	
11	☐	Live open-vs-closed defect summary maintained	STANDARD	

04 Documentation Readiness

A community runs on its documents

Confirm every manual, drawing, warranty and contract is received, indexed and legible — tracked through a live document gap matrix.

#	DONE	CHECKLIST ITEM	PRIORITY	NOTES / EVIDENCE
1	☐	As-built drawings reconciled: architectural, structural, MEP, plumbing, fire	CRITICAL	
2	☐	O&M manuals received for all major equipment	CRITICAL	
3	☐	Equipment warranty certificates collected and indexed	CRITICAL	
4	☐	AMC contracts & status received: lifts, DG, fire, STP, HVAC, pest	CRITICAL	
5	☐	Vendor / OEM contact & service directory compiled	HIGH	
6	☐	Testing & commissioning reports received for each system	HIGH	
7	☐	Make / model / serial datasheets filed against the asset register	HIGH	
8	☐	Master keys, access cards & lock schedule handed over	HIGH	
9	☐	Software credentials & licences (CCTV, access, BMS) transferred	HIGH	
10	☐	Document gap matrix maintained: received / pending / not available	CRITICAL	
11	☐	Document inventory acknowledged and signed by both parties	STANDARD	

05 Statutory Compliance Pack

What makes the community legal to occupy

Verify each core approval and NOC is valid, in the Association's name where due, and on a renewal calendar — covering the ~14 statutory items a residential community must hold.

#	DONE	CHECKLIST ITEM	PRIORITY	NOTES / EVIDENCE
1	☐	Occupancy Certificate (OC) received	CRITICAL	
2	☐	Building / Final Completion Certificate received	CRITICAL	
3	☐	Fire NOC (final) from State Fire Services	CRITICAL	
4	☐	Lift licences & inspection certificates (per lift)	CRITICAL	
5	☐	DG set / electrical CEIG (Electrical Inspectorate) approval	CRITICAL	
6	☐	Pollution Control Board consent (CFE / CFO) for STP & DG	CRITICAL	
7	☐	STP / WTP and water & sewage connection approvals	HIGH	
8	☐	Environmental clearance conditions — compliance verified	HIGH	
9	☐	Property-tax assessment and payment status confirmed	HIGH	
10	☐	Building insurance policy in force — transfer to Association	HIGH	
11	☐	Electricity & water utility connections transferred to Association	HIGH	
12	☐	Height / aviation (AAI) NOC obtained, if applicable	STANDARD	
13	☐	RWH and solar-mandate compliance certificates	STANDARD	
14	☐	Statutory renewal register created with due dates	CRITICAL	

06 Manpower Onboarding & Mobilisation

A clean handover needs a ready team

The asset handover is only complete when the team to run it is in place, trained and statutorily compliant from day one.

#	DONE	CHECKLIST ITEM	PRIORITY	NOTES / EVIDENCE
1	☐	Site manpower plan finalised: security, housekeeping, MEP, supervisor, FM	CRITICAL	
2	☐	Deployment numbers matched to community size and SLA	HIGH	
3	☐	Background verification (BGV) completed for deployed staff	HIGH	
4	☐	EPF / ESIC enrolment and statutory compliance confirmed	CRITICAL	
5	☐	Uniforms, ID cards and PPE issued	STANDARD	
6	☐	Site-specific induction and safety training conducted	HIGH	
7	☐	Asset-specific O&M training for technical staff (lift, STP, DG, fire)	HIGH	
8	☐	Duty rosters, shift schedule and escalation matrix published	HIGH	
9	☐	Tools, consumables and store formally handed to the FM team	STANDARD	
10	☐	Emergency response & evacuation drill plan in place	HIGH	
11	☐	Helpdesk / IVR line and resident app onboarded for the site	STANDARD	
12	☐	Reporting cadence agreed with MC: daily EOD, monthly MIS	STANDARD	

07 Resident / Tenant Communication

Make day-one feel seamless

Handover changes who residents call. Communicate the transition clearly so operations feel continuous, not disrupted.

#	DONE	CHECKLIST ITEM	PRIORITY	NOTES / EVIDENCE
1	☐	Handover announcement to residents issued (notice + digital)	HIGH	

#	DONE	CHECKLIST ITEM	PRIORITY	NOTES / EVIDENCE
2	☐	New points of contact and helpdesk / IVR number circulated	CRITICAL	
3	☐	Resident app onboarding rolled out: visitor, complaints, payments	HIGH	
4	☐	Emergency & security contact list published and displayed	CRITICAL	
5	☐	Amenity booking, access and house rules communicated	STANDARD	
6	☐	Move-in / move-out and interior-works policy shared	STANDARD	
7	☐	Billing transition (CAM, maintenance dues) explained to residents	HIGH	
8	☐	Resident grievance and escalation process published	HIGH	
9	☐	Welcome / orientation session or FAQ held for residents	STANDARD	
10	☐	Notice boards, signage and wayfinding updated post-handover	STANDARD	
11	☐	Feedback channel opened for first 30 / 60 / 90-day issues	STANDARD	

Σ

Readiness Scorecard

Tally your status before sign-off

Summarise each domain once walked. A community is handover-ready when every Critical item is closed and an owner is assigned to all outstanding items.

DOMAIN	ITEMS	READY	OUTSTANDING	% READY
01 Asset Inventory & Register	13			
02 MEP Snagging & Asset Testing	16			
03 Defect Liability (DLP) Tracker	11			
04 Documentation Readiness	11			
TOTAL READINESS ITEMS	88			

DOMAIN	ITEMS	READY	OUTSTANDING	% READY
05 Statutory Compliance Pack	14			
06 Manpower Onboarding & Mobilisation	12			
07 Resident / Tenant Communication	11			
TOTAL READINESS ITEMS	88			

WALKED & VERIFIED BY (PROPSQUARE)

Name / Signature / Date

ACCEPTED BY (MANAGEMENT COMMITTEE)

Name / Signature / Date

BUILDER / DEVELOPER REPRESENTATIVE

Name / Signature / Date

Want this run for your community?

PropSquare delivers a full three-pillar HOTO — Technical & Asset, Financial, and Legal & Documentation — in about 60 days, with one accountable lead and a live tracker. You receive a board-ready handover pack: verified asset register, photographed snag list, defect-rectification cost estimate, AMC & warranty tracker, financial reconciliation and a statutory document gap matrix.

Talk to us → sales@propsquares.com

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