Handover PV Information

Posted on June 30, 2026 by Benoit

Archipad Cloud and Archipad App

A button in Meeting called “Handover Information” will allow you to enter the Handover Information and therefore the following information:

Handover	Buyer Investor Handover Buyer Occupant Handover Tenant-Buyer Handover
Number of days to Close Punch items	

INFORMATION ON DELIVERED WP

Building	
Unit number(s)	
Garage/Parking space number(s)	
Cellar/Storage number(s)	
Notes	

CERTIFICATES AND TECHNICAL DOCUMENTS HANDED OVER

Energy Performance Certificate	Not applicable Yes No
Certification/Labelling	Not applicable Yes No
Individual Boiler	Not applicable Yes No
Room Thermostat	Not applicable Yes No

Radiator	Not applicable Yes No
Video Intercom	Not applicable Yes No
Kitchenette	Not applicable Yes No
Meter Reading Display	Not applicable Yes No
Garage Transmitter	Not applicable Yes No
Blinds Remote Control	Not applicable Yes No
Communication Box	Not applicable Yes No

ACCESS CODE HANDED OVER

Access Code

ACCESS KEYS HANDED OVER

Building Entry Vigik
Landing Door Key
Landing Door Reproduction Card
Garage Door Key
Cellar Door Key
Mailbox Key
Blind/Shutter Remote Control
Parking Access
Basement Access Transmitter

Gate/Barrier Transmitter

METER READINGS

Cold Water
Hot Water
Heating
Gas
Electricity

DECLARATION & COMMITMENT

Power of attorney granted to tenant for signing Sign-Offs

BALANCE PAYMENT

Acquisition price balance has been settled
Bank cheque received
Cheque amount received