New Home Handover Checklist

For vacant possession (VP) day on a new condo or landed home. Tick each item; tape and photograph every defect (one wide shot, one close-up).

Project: _____ Unit: _____ VP letter date: _____ Inspection date: _____

Entrance and main door

		Notes
☐	Door opens, closes and locks smoothly with every key handed to you	
☐	Door frame: no gaps, dents, scratches or rust; door closer and peephole work (if supplied)	
☐	Digital lock, letterbox and unit number plate (if supplied)	

Living and dining

		Notes
☐	Walls flat, no cracks, even paint with no patches or drips	
☐	Every light and fan point works	
☐	Skirting fixed, no gaps at corners	

Kitchen

		Notes
☐	Sink: fill and drain; no drips under the sink	
☐	Cabinet doors and drawers line up and close (if supplied)	
☐	Hob, hood and appliance points (if supplied); floor trap drains	

Bedrooms

		Notes
☐	Doors and locks; wardrobe doors and drawers (if supplied)	
☐	Air-conditioner points and drain pipe outlets in place	
☐	Sockets, switches, walls and ceiling as in the other rooms	

Bathrooms

		Notes
☐	Pour a bucket of water on the floor: it should run to the floor trap with no pooling	
☐	Toilet flushes and refills; no water at the base	
☐	Basin and taps: no leaks underneath; water heater point	
☐	Silicone around basin and shower unbroken; exhaust fan or window works	

Balcony and yard

		Notes
☐	Pour water: floor slopes to the drain, no pooling	
☐	Railing firm, no rust; sliding door runs smoothly, locks, seals intact	
☐	Outside wall: no cracks or peeling paint	

Electrical

		Notes
☐	Test every socket with a phone charger or socket tester	
☐	Each switch turns on the right light	
☐	Distribution board: circuits labelled; press the trip-switch test button	
☐	Doorbell, TV, data, aircon and water heater points	

Plumbing and water test

		Notes
☐	Open all taps: pressure normal, water runs clear	
☐	Close every tap and watch the water meter: if it still turns, there is a hidden leak	
☐	All floor traps drain	

Windows and glass

		Notes
☐	Every window opens, closes and locks	
☐	Glass not cracked or scratched; rubber seals not peeling	
☐	No gaps or light between frame and wall	

Ceiling, walls and floor tiles

		Notes
☐	Tap every floor and wall tile with a coin: a hollow sound means a hollow tile; mark it with tape	
☐	Tiles level, grout lines even, no chipped or cracked tiles	
☐	Ceiling: no water stains or cracks, especially under bathrooms and the water tank	
☐	Wall cracks: note where, how long and how wide	

Things to record on the day

		Notes
☐	Car park bay number(s) match your SPA	
☐	Number of keys, access cards and remotes received	
☐	Water and electricity meter readings, with a dated photo	
☐	Date of the developer's vacant possession letter and the defect-report channel they gave you	

Reported but not fixed? The 30+14-day move (Schedule G / H)

1. Within 24 months of VP, give the developer written notice (email / registered post / defect app plus screenshots), with locations and photos. Keep proof of the date.

2. The developer must repair at its own cost within 30 days of receiving the notice.

3. Not fixed after 30 days: get a quote, tell the developer in writing the cost and that you will do the work; it has 14 days to do it itself.

4. Still nothing after 14 days: have the work done; keep invoices and receipts.

5. Send the amount and receipts in writing to the developer's lawyer, who must pay you from the stakeholder sum (5% of price) within 14 days.

6. Still stuck: Tribunal for Homebuyer Claims, up to RM50,000 per claim, RM10 fee, within 12 months after the DLP ends.

Dates to note

VP date: _____
+8 months (first half of stakeholder sum can be released): _____
+24 months (DLP ends): _____
+36 months (last day for the Tribunal): _____

Reminder: 14 days after the developer's VP notice you are treated as having taken VP even if you stay away. Report within 8 months while both halves of the stakeholder sum are still held.

Defect log

No.	Location / room	Defect	Photo ref	Reported	Fixed	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

General information, not legal advice.