

# ACME COMPANY

## NEW BUILD HANDOVER CHECKLIST



Millstone Avenue - Rutherford | Millstone Avenue,

WEDNESDAY 17TH SEPTEMBER 2025

### SUMMARY

Overall, the house isn't ready for handover. Contractors are required to address all the issues found in the audit and snag list before conducting the final walkthrough and handing over the property.

### Exterior Inspection

Q#	QUESTION	RESPONSE
1.	Is the roof complete and free from visible damage or leaks?	YES
2.	Are gutters and downpipes securely installed and free from blockages?	YES
3.	Is the external paint or cladding finish even and undamaged?	NO



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4.	Are windows and doors properly sealed, lockable, and opening smoothly?	YES
5.	Is the driveway or external paving complete, level, and free from cracks?	YES

### Interior Fixtures & Finishes

Q#	QUESTION	RESPONSE
6.	Are all walls and ceilings finished properly with no cracks, chips, or stains?	YES
7.	Is the flooring installed correctly and free of damage throughout the property?	YES
8.	Are all internal doors aligned, fitted with handles, and closing securely?	YES
9.	Are the skirting boards and architraves neatly fitted and painted?	YES

10. Are staircases stable, with secure handrails and even steps?

NO

## Utilities &amp; Services

Q#	QUESTION	RESPONSE
11.	Is the electrical system fully operational with all sockets, lights, and switches tested?	NO
12.	Is the plumbing system functioning with no leaks and appropriate water pressure?	YES
13.	Are the heating and cooling systems installed and working as intended?	YES
14.	Is the water heater or boiler commissioned and producing hot water?	YES
15.	Has the ventilation system been tested for proper airflow and operation?	YES

## Kitchens &amp; Bathrooms

Q#	QUESTION	RESPONSE
16.	Are all kitchen units fitted securely and properly aligned?	YES
17.	Are kitchen appliances installed, connected, and functioning as specified?	YES
18.	Are bathroom fittings such as sinks, toilets, and showers installed without leaks or cracks?	YES
19.	Is the tiling around wet areas finished neatly and sealed to prevent water ingress?	YES
20.	Are extractor fans working in bathrooms and kitchens where required?	YES

## Safety &amp; Compliance

Q#	QUESTION	RESPONSE
21.	Are smoke alarms and carbon monoxide detectors installed and tested?	YES
22.	Are staircases, balconies, and high windows fitted with appropriate safety features?	NO



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23. Have all required building control inspections been completed and certified?

YES

24.	Is the property compliant with local building codes and regulations?	YES
25.	Has the Energy Performance Certificate (EPC) been issued?	YES

Documentation & Handover

Q#	QUESTION	RESPONSE
26.	Has the homeowner received manuals for appliances and systems?	YES
27.	Has a copy of the warranty or guarantee documents been provided?	YES
28.	Is a snagging list available and signed off where applicable?	YES
29.	Has the final inspection or walkthrough with the buyer been completed?	NO
30.	Is a handover certificate or occupancy permit ready for issuance?	YES

COMMENTS & ACTION PLAN

Exterior Inspection >> Exterior Inspection		PRIORITY	Medium
(AC10062) Is the external paint or cladding finish even and undamaged?		DUE DATE	20 Sep 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No'		
	The finish exhibits uneven application and inconsistent color on the front facade.		
ACTION REQUIRED	Rectify it by sanding and preparing the surfaces, followed by reapplying the specified finish.		

Interior Fixtures & Finishes >> Interior Fixtures & Finishes		PRIORITY	High
(AC10063) Are staircases stable, with secure handrails and even steps?		DUE DATE	18 Sep 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No'		
	The main staircase has uneven steps on the bottom three treads.		
ACTION REQUIRED	Level the three affected steps for safety and stability, meeting building code standards.		

Utilities & Services >> Utilities & Services		PRIORITY	Medium
(AC10064) Is the electrical system fully operational with all sockets, lights, and switches tested?		DUE DATE	20 Sep 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No'		
ACTION REQUIRED	Inoperable sockets and non-functional light switches were observed in the master bedroom and living room.		

Safety & Compliance >> Safety & Compliance		PRIORITY	Medium
(AC10065) Are staircases, balconies, and high windows fitted with appropriate safety features?		DUE DATE	19 Sep 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No'		
	The balcony railing is below the minimum required height, posing a safety risk.		
ACTION REQUIRED	Raise the balcony railing to the minimum safe height of 1100mm.		

Documentation & Handover >> Documentation & Handover		PRIORITY	Low
(AC10066) Has the final inspection or walkthrough with the buyer been completed?		DUE DATE	22 Sep 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No'		
ACTION REQUIRED	Final walkthrough to be conducted after rectifying all issues found in the snag list and during this inspection.		

DECLARATION



Auditor  
(Jennifer Hunt)

AUDITOR'S LOCATION