

Apartment Handover Checklist, Dubai

Print this and take it with you. Work room by room and photograph every defect as you find it.

Unit: _____ Community: _____ Date: _____

BEFORE THE APPOINTMENT

- ☐ DEWA activated in your name using the premise number
- ☐ District cooling account opened (Empower or Emicool)
- ☐ Service charges settled through Mollak
- ☐ Passport / Emirates ID, SPA and proof of final payment
- ☐ Power of attorney if someone attends on your behalf
- ☐ AC left running two hours before the inspection

FRONT DOOR AND FIRE PROTECTION

- ☐ Front door closes and latches on its own from any position
- ☐ Certification label present on the hinge edge
- ☐ Intumescent strip continuous in the frame rebate
- ☐ Gap around the door leaf even on all sides
- ☐ Video intercom rings and shows the correct lobby camera
- ☐ Smoke detector responds when tested

LIVING AREAS AND BEDROOMS

- ☐ Floor tiles tapped for hollow sound throughout
- ☐ Lippage between tiles within tolerance
- ☐ No gaps where skirting meets the floor
- ☐ Walls checked under raking light for roller marks and patches
- ☐ Every internal door opens, closes and latches
- ☐ No door drifts shut on its own (frame out of plumb)
- ☐ Wardrobe doors aligned, soft-close fitted and working

KITCHEN

- ☐ Every cabinet door and drawer aligned and soft-closing
- ☐ Seal complete where worktop meets splashback
- ☐ Sink filled and released, waste connection checked underneath
- ☐ Extractor ducted into a riser, not the ceiling void
- ☐ Appliance connections made and tested

BATHROOMS

- ☐ Water poured across shower floor drains fully, no ponding
- ☐ Silicone complete at bath, tray and worktop junctions
- ☐ Hot and cold not reversed at every mixer
- ☐ WC flushed, pan connector checked for movement
- ☐ Basin and bath filled then released, drainage speed checked
- ☐ Extract fan running and ducted

BALCONY AND WINDOWS

- ☐ Weep holes clear in sliding door bottom track
- ☐ Balcony water runs to the outlet, not back to the threshold
- ☐ Glass balustrade fixings firm with no movement
- ☐ No condensation trapped between sealed unit panes
- ☐ Window restrictors fitted where required
- ☐ Perimeter mastic continuous around every frame

AC, CEILING VOIDS AND MEP

- ☐ Temperature difference measured at each fan coil unit
- ☐ Access hatch present and large enough to service the FCU
- ☐ Condensate drain has fall along its full run
- ☐ Chilled water pipework insulated in the ceiling void
- ☐ Each thermostat controls the room it is labelled for
- ☐ No construction dust visible in supply grilles

ELECTRICAL

- ☐ Every socket tested for polarity and earth continuity
- ☐ RCD tripped and reset successfully
- ☐ Distribution board labelled correctly
- ☐ Downlights matched in colour temperature
- ☐ All light switches operate the correct circuit

METER READINGS (PHOTOGRAPH EACH)

- ☐ DEWA electricity reading recorded
- ☐ DEWA water reading recorded
- ☐ BTU / chilled water meter reading recorded
- ☐ Meter serial numbers visible in every photo

BEFORE YOU LEAVE

- ☐ Keys counted and matched to the handover document
- ☐ Access cards and fobs received and tested
- ☐ Parking bay number confirmed and access method tested
- ☐ Storage room key received where applicable
- ☐ Appliance manuals and warranty cards handed over

AFTER HANDOVER

- ☐ Snag list submitted in writing through the official channel
- ☐ Submission reference number saved
- ☐ Rectification date requested, not just an acknowledgement
- ☐ Defects liability expiry date diarised with 90 and 30 day alerts
- ☐ Second inspection planned for month nine or ten

REMEMBER

Your defects liability period usually runs from the building's completion date, not the day you collect keys. Confirm the date in writing with the developer and submit your list inside the first month, while the fit-out contractors are still working in the building.

Want it done properly?

Thermal imaging, moisture testing and a documented defect schedule. Book at dubshy.com/contact-us