

Informational translation. The Polish version is the binding one (*wersja informacyjna — wiążąca jest wersja polska*). The document is signed in Polish and governed by Polish law; this translation is provided for understanding only.

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HANDOVER PROTOCOL (PROTOKÓŁ ZDAWCZO-ODBIORCZY) OF A RESIDENTIAL PREMISES

Type of protocol: [handover of the premises to the Tenant (move-in) / return of the premises to the Landlord (move-out)]

drawn up on [DATE] **in** [TOWN/CITY]

concerning the premises at: [STREET, BUILDING/APARTMENT NO., POSTAL CODE, TOWN/CITY], with an area of [AREA] m², rented under the lease agreement dated [AGREEMENT DATE]

between:

1. **The Landlord (Wynajmujący):** [FULL NAME], identity document [TYPE AND NUMBER OF DOCUMENT], — hereinafter the “**Landlord**”,
2. **The Tenant (Najemca):** [FULL NAME], identity document [TYPE AND NUMBER OF DOCUMENT], — hereinafter the “**Tenant**”.

💡 The protocol is drawn up **twice**: on handover of the premises and on their return. The condition described at move-in is the reference point for settling the deposit (kaucja) at move-out. Under art. 6b–6e of the Act on the Protection of Tenants’ Rights (ustawa o ochronie praw lokatorów), the Tenant is not liable for **normal wear and tear (zużycie naturalne)** resulting from proper use of the premises.

§ 1. Meter readings

Readings taken jointly on the day the protocol is drawn up:

1. **Electricity** — meter number: [NUMBER], reading: [READING] kWh (with the two-zone G12 tariff: day zone [READING] kWh, night zone [READING] kWh)
2. **Gas** — meter number: [NUMBER], reading: [READING] m³
3. **Cold water** — meter number: [NUMBER], reading: [READING] m³
4. **Hot water** — meter number: [NUMBER], reading: [READING] m³
5. **Heating (cost allocators / heat meter)** — [NUMBER AND READING / not applicable]

💡 Recommended: a photo of each meter with the number and reading visible (Attachment No. 1).

§ 2. Condition of the rooms

Description of the condition of walls, floors, ceilings, windows and doors in each room ([very good / good / signs of use / damage – describe]):

1. **Hallway:** [CONDITION + REMARKS]
2. **Kitchen / kitchenette:** [CONDITION + REMARKS]
3. **Room 1:** [CONDITION + REMARKS]
4. **Room 2:** [CONDITION + REMARKS / not applicable]
5. **Room 3:** [CONDITION + REMARKS / not applicable]
6. **Bathroom / WC:** [CONDITION + REMARKS – including grout, silicone seals, fittings]
7. **Balcony / terrace / loggia:** [CONDITION + REMARKS / not applicable]
8. **Basement / storage unit (komórka lokatorska) no. [NO.]:** [CONDITION + REMARKS / not applicable]

§ 3. Furnishings and appliances

Furnishings handed over with the premises, with their condition and – for household appliances and electronics – the serial number:

1. **Refrigerator** – make/model: [MODEL], serial no.: [NUMBER], condition: [CONDITION]
2. **Washing machine** – make/model: [MODEL], serial no.: [NUMBER], condition: [CONDITION]
3. **Cooker / hob / oven** – [MODEL, NUMBER, CONDITION]
4. **Dishwasher** – [MODEL, NUMBER, CONDITION / not applicable]
5. **Other appliances (microwave, kettle, vacuum cleaner...):** [LIST WITH CONDITION / not applicable]
6. **Furniture:** [LIST – e.g. wardrobe, bed, sofa, table, chairs – with condition]
7. **Other items of equipment:** [LIST / not applicable]

§ 4. Keys and access

The Tenant receives / returns (cross out as appropriate):

1. Keys to the premises: [NUMBER] sets of [NUMBER] keys each
2. Mailbox key: [NUMBER / not applicable]
3. Basement / storage unit key: [NUMBER / not applicable]
4. Remote / card for the gate, garage, intercom: [NUMBER AND TYPE / not applicable]

§ 5. Photographic documentation

1. On the day the protocol was drawn up, [NUMBER] photos were taken documenting the condition of the premises, meters and furnishings.
2. The photos constitute **Attachment No. 1** to the protocol and were provided to both Parties [on a storage medium / by e-mail to: [E-MAIL ADDRESSES]] on the day the protocol was drawn up.

§ 6. Defects and remarks

1. The following defects / remarks were identified when drawing up the protocol: [DESCRIPTION – describe each defect separately, however minor / none]

2. The Parties agreed that the above defects [will be remedied by the Landlord by [DATE] / are recorded without any obligation to remedy them – they existed before the handover of the premises].

§ 7. Declarations of the Parties

1. The Parties jointly confirm that the condition of the premises, meters, furnishings and keys is consistent with the description contained in this protocol.
2. *(on return of the premises)* The Parties compared the condition of the premises with the condition described in the handover protocol dated [DATE]. The deposit (kaucja) will be settled in accordance with the lease agreement, taking normal wear and tear (zużycie naturalne) into account.
3. The protocol has been drawn up in two identical counterparts, one for each Party.

Signatures:

Landlord (Wynajmujący): date: [DATE]

Tenant (Najemca): date: [DATE]

Attachments:

1. Photographic documentation ([NUMBER] photos)
2. [OTHER ATTACHMENTS / none]