

Handover record for the keys, remotes and codes of a tourist home

A document to put in writing which keys, remotes, codes and access details pass between owner and manager when starting or changing manager, with meter readings and the flat's condition.

Reviewed on 6 October 2026 · Applies to: good management practice, not a legal rule

When you start with a manager, switch from one to another or finish, on the last day **all the keys, the codes for locks and key boxes, the access details and the signed inventory** are handed over. Putting it in writing avoids arguing later about what was there and what was missing.

The full order of the change is in [How to change manager](#).

Before signing

Make a copy for each party signing. Count the keys and remotes together and try each key in its lock.

After the handover, change the codes of the electronic locks and key boxes: the departing party knew them. If there is an electronic lock, write down where the physical emergency key is. If the record includes codes or passwords, keep it somewhere safe.

Remember that a key box can never be placed on street furniture (art. 7.4 of Decree 28/2016), and on the façade or at the building entrance only with the owners' association's permission.

1. The parties

In [TOWN], on [DATE], at [TIME], [NAME OF PERSON HANDING OVER] hands over to [NAME OF PERSON RECEIVING] the keys, remotes, codes and access details of the home listed in this record, on the occasion of [START OF MANAGEMENT / CHANGE OF MANAGER / END OF MANAGEMENT].

Person handing over: name or company, ID or tax number, and acting as (owner, outgoing manager...)

Person receiving: name or company, ID or tax number, and acting as (owner, incoming manager...)

Owner of the home, if neither of the above parties: name and ID

Phone and email of each party

2. The home

Full address (street type, number, floor and door)

Registration code in the Tourism Register (VUT/MA/... or VFT/MA/...)

3. Keys, remotes and codes

ITEM	QUANTITY	CODE / IDENTIFICATION	REMARKS
Building entrance key			
Flat key			
Letterbox key			
Garage key or remote			
Storage room key			
Pool and communal areas card or key			
Key box (where it is and code)			
Electronic lock (master code or app access)			
Physical emergency key for the electronic lock			
Cleaning staff codes			
Air conditioning remotes			
Television remotes			
Other keys (cupboards, meters...)			

4. Access details and accounts

Only those managed by the person handing over.

ACCOUNT OR ACCESS	IN THE NAME OF	HANDED OVER OR CHANGED?	REMARKS
Wi-Fi: network name and password			
Guest registration (SES.Hospedajes)			
Electronic lock app			
Utility accounts (electricity, water, internet)			
Booking (extranet user)			
Airbnb (co-host)			

5. Meter readings

Also take a photo of each meter on the same day.

UTILITY	COMPANY AND CONTRACT HOLDER	READING	REMARKS
Electricity			
Water			
Gas (if any)			
Internet (router and condition)			

6. General condition of the home

General condition and visible damage

Pending repairs or appliances that do not work

Inventory: is a signed copy attached? Where are the photos or video of the flat's condition?

7. Signatures

The parties sign in agreement with what has been handed over and with the condition described, except as noted in the remarks.

Signature of the person handing over

Signature of the person receiving

Signature of the owner (if different)

Guidance template: this is not a legal document. Adapt it to your case and keep a copy signed by each party.

mipisoturisticico.app/en/downloads/template-key-handover-record · Reviewed on 6 October 2026

Sources

- Decree 28/2016 on tourist dwellings, consolidated text with the 2024 amendments (Junta de Andalucía), article 7.4: key handover and key boxes (in Spanish) — https://www.juntadeandalucia.es/sites/default/files/inline-files/2024/02/3%20Decreto%2028-2016,%20de%202%20de%20febrero%20de%20las%20viviendas%20con%20fines%20turisticos_0.pdf
- Decree 31/2024 (BOJA), amending Decree 28/2016: key boxes may not be placed on street furniture on public roads (in Spanish) — <https://www.juntadeandalucia.es/boja/2024/24/50>
- Law 49/1960 on Horizontal Property, articles 7 and 17 (consolidated text, BOE) (in Spanish) — <https://www.boe.es/buscar/act.php?id=BOE-A-1960-10906>
- Airbnb: remove a co-host from your listing (in Spanish) — <https://www.airbnb.es/help/article/1632>