Handover protocol

For a car, trailer, bike or any item – fill in at handover and at return.

1. Parties

Handed over by (name)

Received by (name)

Address

Address

Phone / email

Phone / email

2. Item

Description (e.g. car trailer, hammer drill)

Make / model

Licence plate / chassis or serial number

Value (approx., €)

Accessories (e.g. keys, charger, cover, case)

Mileage / operating hours

Fuel / battery

Number of keys

3. Handover

Date

Time

Place

Agreed return (date, time)

Deposit received (€)

Condition at handover:

☐ flawless ☐ with defects (see below) ☐ photos taken

Existing defects / damage (where, what, size)

Signature – handed over by

Signature – received by

4. Return

Date

Time

Mileage / operating hours

☐ complete ☐ condition unchanged ☐ new damage (see below)

New defects / damage, missing accessories

Deposit returned (€)

Withheld (€) and reason

Signature – handed over by

Signature – received by

Note: sample without warranty, not legal advice. Tip: photograph the condition from all sides at handover and return – with a date.