

Digital Handover Record

Project Passport handover summary (specimen)

PROPERTY	PASSPORT
14 High Street, Kestonbury, KT9 4LP	PP-108427
PROJECT	PRACTICAL COMPLETION
Two-storey rear extension	14 May 2028
HANDOVER	BUILDER
09 June 2028	Ashford Construction Ltd

What was handed over

184 documents, 147 photographs and 12 warranties, organised by stage: pre-construction, construction, completion and handover, together with the property maintenance information.

Defects procedure

Report any defect in writing within the twelve month defects period. Emergency contacts for heating, electrical and roofing are recorded in the Passport.

Maintenance

Annual boiler service, annual roof outlet check, and gutter clearance twice yearly. Reminder dates are held against each asset in the property record.

Ownership

Control of this Passport passed to the homeowner on handover. The construction record remains historically intact and can be shared with a conveyancer or buyer at sale.

SIGNED

D. Ashford, Ashford Construction Ltd

DATE

09 June 2028

Specimen only. Demonstration record for a fictional property.