

# Office Building Handover Certificate

## CERTIFICATE NO.

### PROJECT DETAILS

Project Name : .....  
Project Address : .....  
Building/Unit : .....  
Floor : .....

### PARTIES INVOLVED

Owner : .....  
Representative : .....  
Tenant/Recipient : .....

### HANOVER DETAILS

Date of Handover : .....  
Time : .....  
Condition Remarks : .....  
.....

We hereby confirm that the above premises and facilities have been officially handed over to the Recipient in the condition stated above.

---

Owner/Representative  
Date: .....

---

Tenant/Recipient  
Date: .....