KeyCheck

New-Home Handover Checklist

Room by room: what to check before you accept your new home.
For new-home buyers in South Africa.

YOUR WARRANTY REPORTING PERIODS (NHBRC MINIMUMS, FROM OCCUPATION)

3 months
Minor defects
Paint, tiles, doors, plumbing, finishes

12 months
Roof leaks
Water coming through the roof

5 years
Major structural
Cracks and failures in the structure

Before you start

- **Go in daylight.** Natural light shows paint patches, stains and cracks that you'll miss at night.
- **Bring a small kit:** phone charger (to test plugs), torch, masking tape to mark snags, pen and this checklist.
- **Photograph every snag** close up and from further back, so the developer can find it.
- **Test everything:** every tap, switch, plug, door, window, drawer and lock. Flush every toilet.
- **Don't sign that you accept the home as perfect.** Note every defect on the developer's handover form too, and keep a copy.
- **Report in writing** and keep proof of the date you sent it. A WhatsApp photo is not a report.

Prefer to do it on your phone?

KeyCheck has these checklists built in. Snap photos, send a dated PDF report, and get reminders before each deadline. Free to start at **keycheck.co.za**

Room-by-room checks

Tick each item that's fine. Write the snag number in the box on the right if something isn't.

Entrance & passage

- [ ] Front door opens, closes and locks smoothly
- [ ] Door frame is square with no gaps
- [ ] Walls have even paint with no marks
- [ ] Floor tiles are level and not cracked
- [ ] Light switches and lights work

Notes / snags:

Bathroom

- [ ] Toilet flushes and refills properly
- [ ] Taps don't drip and hot water comes through
- [ ] Shower and bath drain quickly
- [ ] Silicone around bath, basin and shower is neat
- [ ] No cracked or hollow-sounding tiles
- [ ] Extractor fan or window works
- [ ] Mirror and towel rails are secure

Notes / snags:

Garage

- [ ] Garage door opens and closes smoothly
- [ ] Motor and remotes work (if fitted)
- [ ] Floor has no large cracks
- [ ] Lights and plug points work

Notes / snags:

Lounge

- [ ] Walls and ceiling paint is even, no patches
- [ ] Skirtings are fixed and neatly finished
- [ ] Plug points and lights work
- [ ] Windows open, close and latch
- [ ] No cracks in walls or floor

Notes / snags:

Kitchen

- [ ] Cupboard doors close and line up
- [ ] Drawers slide smoothly
- [ ] Plug points work
- [ ] No cracked or loose tiles
- [ ] Taps don't drip
- [ ] Sink drains quickly with no leaks underneath
- [ ] Sealant around tops is neat
- [ ] Stove / hob and extractor work

Notes / snags:

Bedrooms

- [ ] Built-in cupboards open, close and line up
- [ ] Door closes and handle works
- [ ] Plug points and lights work
- [ ] Walls and ceiling paint is even
- [ ] Windows open, close and latch

Notes / snags:

Room-by-room checks (continued)

Exterior & walls

- [ ] No cracks in outside walls or plaster
- [ ] Paint is even with no peeling
- [ ] Gutters and downpipes are fixed and clear
- [ ] Paving is level and drains away from the house
- [ ] Boundary walls and gates are solid

Notes / snags:

Plumbing

- [ ] Good water pressure at all taps
- [ ] Hot water reaches every hot tap
- [ ] Geyser has no leaks or drips
- [ ] No damp patches near pipes
- [ ] Outside taps work

Notes / snags:

Roof & ceilings

- [ ] No water stains on ceilings
- [ ] Ceiling boards are level with no sagging
- [ ] Cornices are neatly joined
- [ ] Roof tiles or sheets look complete (from ground level)

Notes / snags:

Electrical

- [ ] Every light switch works
- [ ] Every plug point works (test with a phone charger)
- [ ] DB board is labelled and trip switches reset
- [ ] Geyser timer / isolator works

Notes / snags:

Windows & doors

- [ ] All windows open, close and lock
- [ ] No cracked or scratched glass
- [ ] All doors close without sticking
- [ ] Keys provided for every lock
- [ ] Burglar bars and security gates are secure

Notes / snags:

Paperwork to collect at handover

- [ ] Electrical Certificate of Compliance (CoC)
- [ ] Gas installation certificate (if gas is fitted)
- [ ] Plumbing / geyser certificate
- [ ] NHBRC enrolment certificate for your home
- [ ] Occupancy certificate from the municipality
- [ ] All keys, remotes and access tags
- [ ] Prepaid meter number and starting balance
- [ ] Manuals and warranties (appliances, geyser, solar, pumps)

After the walkthrough

1. Number every snag and attach a photo of each one.
2. Send your developer one written report with all the snags, dated, and keep proof that you sent it.
3. Ask for a date when repairs will be done.
4. When they say it's fixed, inspect again and mark each snag Fixed or still Open.
5. Diarise the 3-month, 12-month and 5-year deadlines from your occupation date.

Do all of this on your phone

Built-in room checklists · photos for every snag · a dated PDF report for your developer · on-site sign-off · deadline countdowns and reminders.

Start free: keycheck.co.za

No app store needed. Works on any phone.

This checklist is a general guide for your own record. It is not a professional inspection and does not guarantee warranty outcomes. Periods shown are NHBRC minimums; your sale agreement may give you longer.