

Industrial Workspace Keys and Possession Transfer Letter

Date: [Insert Date]

Property Address: [Insert Full Address of Industrial Unit/Warehouse]

Transferor (Handing Over): [Insert Name/Company Name]

Transferee (Receiving): [Insert Name/Company Name]

This document confirms the formal transfer of possession and the delivery of keys for the above-mentioned industrial workspace.

1. Key Inventory

- Main Gate Keys/Fobs: [Quantity]
- Roller Shutter Remotes/Keys: [Quantity]
- Office Entrance Keys: [Quantity]
- Internal Door/Locker Keys: [Quantity]
- Alarm/Security Codes: [Provided/Not Applicable]

2. Meter Readings (Optional)

- Electricity Meter: [Reading]
- Water Meter: [Reading]
- Gas Meter: [Reading]

3. Acknowledgment of Possession

The Transferee acknowledges receipt of the keys listed above and accepts full possession of the premises as of [Insert Time] on [Insert Date]. From this point forward, the Transferee assumes responsibility for the security and maintenance of the workspace as per the governing lease or sale agreement.

Condition Note: [Insert brief note on condition, e.g., Premises delivered vacant and swept clean].

Handed Over By:

Received By:

(Signature)
Name: [Print Name]

(Signature)
Name: [Print Name]