

New-build handover checklist

The 60 points we check ourselves in a new-build home, so you can check them on the day you get the keys, before you sign the handover record.

PRACTICAL GUIDE · NEW BUILD

Before you go

Ask for a daytime visit and plenty of time: at least a good hour, with water and electricity connected. Bring your purchase contract and the building specification (memoria de calidades) to compare with what you see.

Photograph every defect with something that gives a sense of scale, and note the room.

What to bring

- A torch (your phone's will do)
- Your phone charger, to test sockets
- Masking tape, to mark defects
- A bucket, for the terrace
- Tape measure and spirit level (or a level app)
- This list and a pen

The 60 points

01 Structure and façade

- ☐ Façades free of cracks, fissures and flaking
- ☐ Expansion joints and junctions between materials properly finished
- ☐ Sills and copings sloping outwards

- ☐ Columns, beams and ceilings without cracks or deformation

If you see a diagonal crack, have an expert look at it

- ☐ No damp patches or white salt marks on walls

- ☐ Railings firm and high enough

At least 90 cm, or 1.10 m where the drop exceeds 6 m

02 Walls, ceilings and floors

- ☐ Walls flat
Hold a torch against the wall: low-angle light shows every bump
- ☐ Paintwork without stains, marks or cuts
- ☐ Ceilings without cracks at the joints

- ☐ Floor tiles not broken, hollow or uneven
Tap gently with your knuckles: a hollow tile sounds different

- ☐ Skirting boards and floor joints complete

- ☐ Wall tiles neatly cut, none loose

03 Doors, windows and shutters

- ☐ Front door: closes properly, lock and seals
- ☐ Interior doors without rubbing or gaps
- ☐ Windows open and close, no draughts when shut

- ☐ Shutters and motors go fully up and down

- ☐ Glass free of scratches, seals intact

- ☐ Wardrobes: doors, runners and interiors

04 Electrics

☐ Consumer unit labelled; RCDs trip when tested

☐ Every socket works

Bring your phone charger and test them one by one

☐ Light points and switches

05 Plumbing and drainage

☐ Pressure and flow at every tap

☐ Hot water arrives quickly and at a good temperature

☐ No leaks under sinks and basins; stopcocks accessible

06 Kitchen and bathrooms

☐ Taps and sanitaryware firmly fixed

☐ Shower trays fall to the drain and are well sealed

☐ Shower screens and mirrors

07 Heating, cooling and hot water

☐ Heat pump or boiler starts and runs

☐ Air conditioning: cooling and heating in every room

☐ Grilles and ducts

08 Roof and terraces

☐ No puddles: water runs to the drains

If it has not rained, pour a bucket of water

☐ Waterproofing and upstands where floor meets wall

☐ Roof drains and spouts clear

09 Pool and outdoor areas

☐ Pool shell: finish and joints

☐ Filter, pump and treatment plant working

☐ Skimmers, inlets and lights

10 Paperwork and specification

☐ What was built matches the specification in your contract

☐ First occupancy licence or declaration

☐ Energy performance certificate

☐ TV, data and fibre outlets

☐ Doorbell and video entry

☐ Outdoor lighting

☐ Drains empty properly

Let the water run for a couple of minutes in each

☐ No smells in bathrooms or kitchen

☐ Inspection chambers and downpipes accessible

☐ Kitchen units: doors, drawers and worktop

☐ Appliances included in the contract, all working

☐ Extractor fans and ventilation

☐ Mechanical ventilation running

☐ Thermostats and controls

☐ Outdoor units anchored, with condensate drain

☐ Outdoor paving without broken or loose tiles

☐ Railings and safety glass

☐ Awnings, pergolas and screens

☐ The pool does not lose water

Mark the level with tape and check it the next day

☐ Garden, irrigation and drainage

☐ Fencing, gates and access

☐ Electricity, water and gas installation certificates

☐ Building logbook and equipment manuals

☐ Warranties and ten-year structural insurance

If you find defects

Do not simply refuse to sign, but do not sign it as "conforme" (accepted) either. Write the defects on the handover record (acta de entrega), or attach this list, and sign **with reservations** (con reservas). Ask in writing for a deadline to repair them.

TYPE OF DEFECT	EXAMPLES	WARRANTY
Finishes	Paint, skirting, small cracks, door adjustments	1 year
Habitability	Damp, leaks, insulation, building services	3 years
Structural	Foundations, columns, beams, floor slabs	10 years

Periods set by article 17 of Spain's Building Act (Ley 38/1999, LOE), counted from completion. Once damage appears, you have two years to claim.

A tip: defects you do not record on handover day are much harder to claim later, because the developer will say you caused them. That is why it pays to check before you sign, not after.

Would you rather have an architect check it?

We come with you to the handover, test every installation and give you a signed report, with photos and the warranty for each defect, to attach to the handover record. If the developer does not repair, that report is the basis of your claim. We write to you in English.

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unitearquitectura.com/en/servicios/revision-vivienda-obra-nueva · WhatsApp +34 633 39 85 44

Unité Arquitectura · Samuel Sabatell Canales and Antonio José Caja Martínez, architects · C/ Rambla Baja 2, 03360 Callosa de Segura (Alicante, Spain) · unitearquitectura.com · +34 633 39 85 44 · unitearquitectura@gmail.com. Guidance document, October 2026. It does not replace a technical inspection or legal advice.