Cosgrove Leisure Parks

Home handover checklist

> **Document template. Complete the relevant details before use. The park team must confirm the details and provide the correct documents before any commitment.**

Version 1.0 | 25 October 2026 | UK holiday ownership / England residential guidance

Identify the transaction

Home, serial number, park and pitch: [complete]
Date and parties present: [complete]
Confirmed permitted use and occupation documents: [complete]

Inspect and record

Check condition, inventory, siting and agreed works. Record defects, photographs, responsible party and agreed action dates. This checklist must not be used as a waiver of statutory rights.

Documents and access

Applicable signed agreements and park rules: [supplied]
Payment statement and outstanding amounts: [record]
Keys, access devices and emergency contacts: [supplied]
Manuals, warranty and installation/safety records: [supplied]

Services

Meter readings and opening account details: [record]
Utility arrangements, insurance requirements and service contacts: [record]
Maintenance and safety-check arrangements: [record]

Completion record

Outstanding items and agreed dates: [complete]
Copies supplied to the buyer: [record]
This record does not itself create a reservation, purchase agreement or pitch licence.

Original discussion template. Not a completed or legally reviewed park-specific agreement. No payment, reservation or contractual acceptance is created by downloading it.

Guidance checked 25 October 2026: Holiday park contract guidance | Holiday park fair trading guidance | Holiday park sales guidance | Official residential park-home buying factsheet