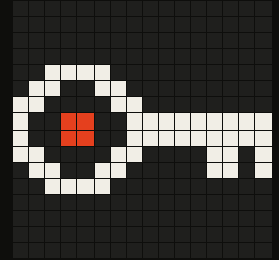


OWNERSHIP AND HANDOVER CHECKLIST

Every account your website or app depends on should be in your business's name. Fill in the table, then use the checklists at the start of a project and at every handover.

variance ■

[Read the full guide online ↗](#)



01 YOUR ACCOUNTS

ACCOUNT	PROVIDER	IN WHOSE NAME	WHO CAN LOG IN	RENEWS ON
Domain name				
Hosting				
Code repository				
Business email				
Email sending				
Payments				
Analytics				
WhatsApp Business				
App Store / Google Play				

02 CHECK WHERE YOU STAND TODAY

- ☐ We know which registrar holds our domain, and the account is in our name
 - ☐ We know where the site is hosted, and whose account that is
 - ☐ We have access to the code repository, or a complete copy of the code
 - ☐ We have a list of every account the site uses, who holds it and what it costs
 - ☐ Our agreement says who owns the design and the code
 - ☐ Domain renewal is automatic, on a current card, with reminders to an address someone reads
-

03 A PROPER HANDOVER INCLUDES

- ☐ Every account in our business's name, with our team as owners
 - ☐ The developer's access removed, or reduced to what we agree
 - ☐ Passwords changed where they were shared
 - ☐ Two-step verification on the registrar, hosting and code repository
 - ☐ The complete source code in a repository we own
 - ☐ Instructions for running the code and deploying changes
 - ☐ A list of the main libraries and services it depends on
 - ☐ Documents: what each part does, where it's hosted, how to roll back, backups, monthly costs, known issues
 - ☐ The design files, the logo in usable formats, and font and image licences
 - ☐ A way to export our content and data, and how to restore a backup
 - ☐ A walkthrough for our team, recorded if possible
-

04 ASK FOR THESE IN THE AGREEMENT

- 01 All accounts will be created in the client's name.
 - 02 The client owns the design and code created for the project once it's paid for, subject to the listed licences of any third-party components.
 - 03 At the end, the developer hands over the complete source code, design files, documents and access.
 - 04 If the relationship ends, the developer will cooperate with transferring access within a reasonable time.
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