Residential Tenancies and Rooming Accommodation Act 2008 (Section 66)

Address of the rental premises



Details of the tenant/s

Details of the tenant/s		
1. Full name/s		
Forwarding address		
		Postcode
Phone	Mobile	
Email		
2. Full name/s		
Forwarding address		
		Postcode
Phone	Mobile	
Email		
3. Full name/s		
Forwarding address		
		Postcode
Phone	Mobile	
Email		

Name/trading name of the lessor/agent

Water meter reading at end of tenancy:		
Date		
Tenant/s initials	2	3

The Entry (and Exit) reports provide evidence of the condition of the premises at the beginning and ending of the tenancy. Take time to fill these forms in carefully. These documents may be referred to as evidence if there is a dispute over the bond refund at the end of the tenancy.

Tenant

- 1. Inspect the premises.
- 2. Mark each item on the list *clean, working, undamaged* (where applicable).
- 3. Make a note of any extra items in the additional comments/information section.
- 4. Initial each page of the report. Give it to the lessor/agent as soon as possible once the agreement ends.
- 5. Talk to the lessor/agent if you disagree about the condition of the premises. Comments can be recorded in the *additional comments/information* section (Page 7) or by attaching a separate page.
 - Supporting documentation has been attached Yes No
- 6. Retain the signed copy of the report from the lessor/agent.

Lessor/agent

- 1. Inspect the premises.
- 2. Include comments where you disagree with the tenant's report.
- 3. Initial each page of the report.
- 4. Talk to the tenant if you disagree about the condition of the premises. Any agreement can be recorded in the *additional comments/information* section.
- 5. Return a signed copy of the report to the tenant within 3 business days. Retain a copy for at least one year after the tenancy agreement ends.

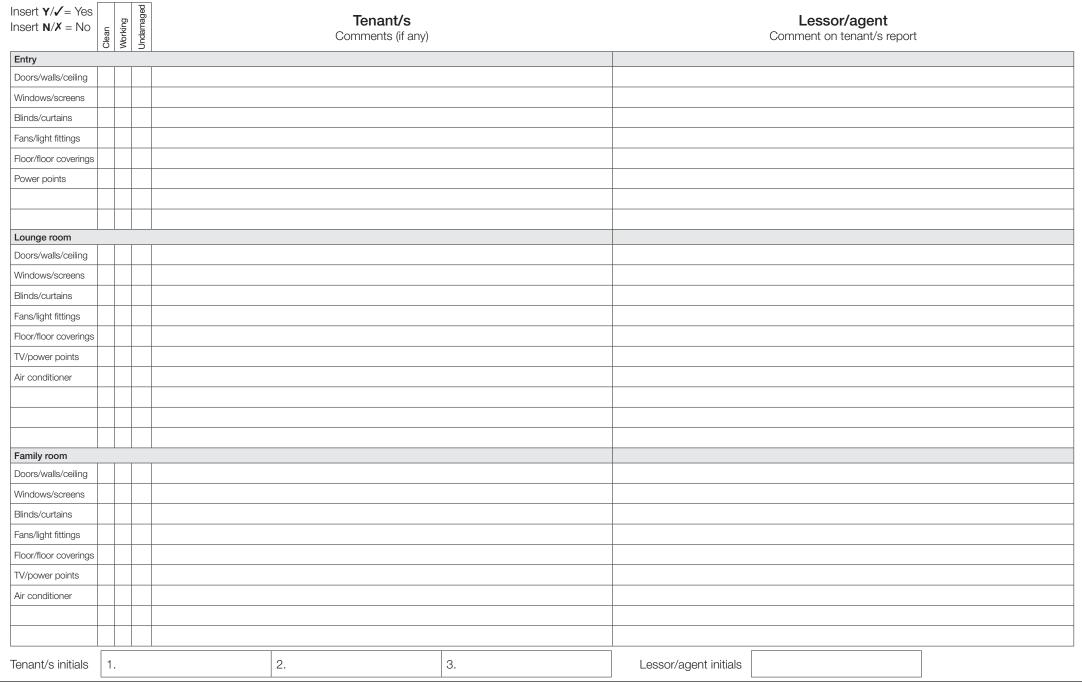
Note: The *Entry condition report* (Form 1a) is compared to this *Exit condition report* (Form 14a) at the end of the tenancy.

Do not send to the RTA—give this form to the lessor/agent, keep a copy for your records.

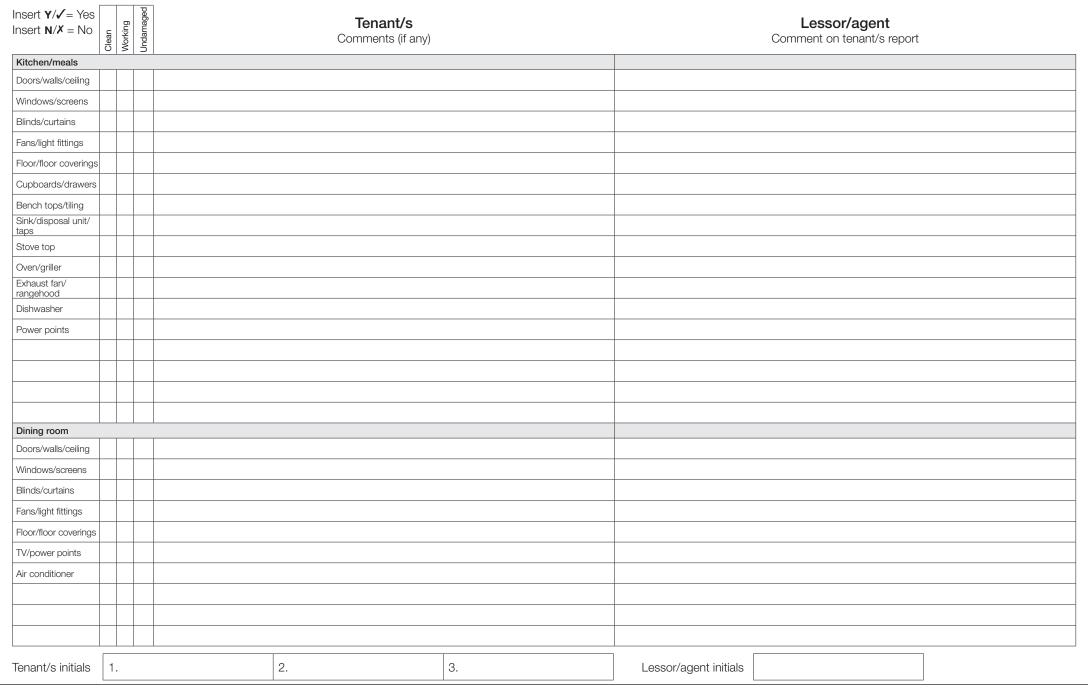
Tenant/s initials	1.	2.	3.	Lessor/agent initials	
		2.	0.	Lesser agent mitals	

residentia tenancies

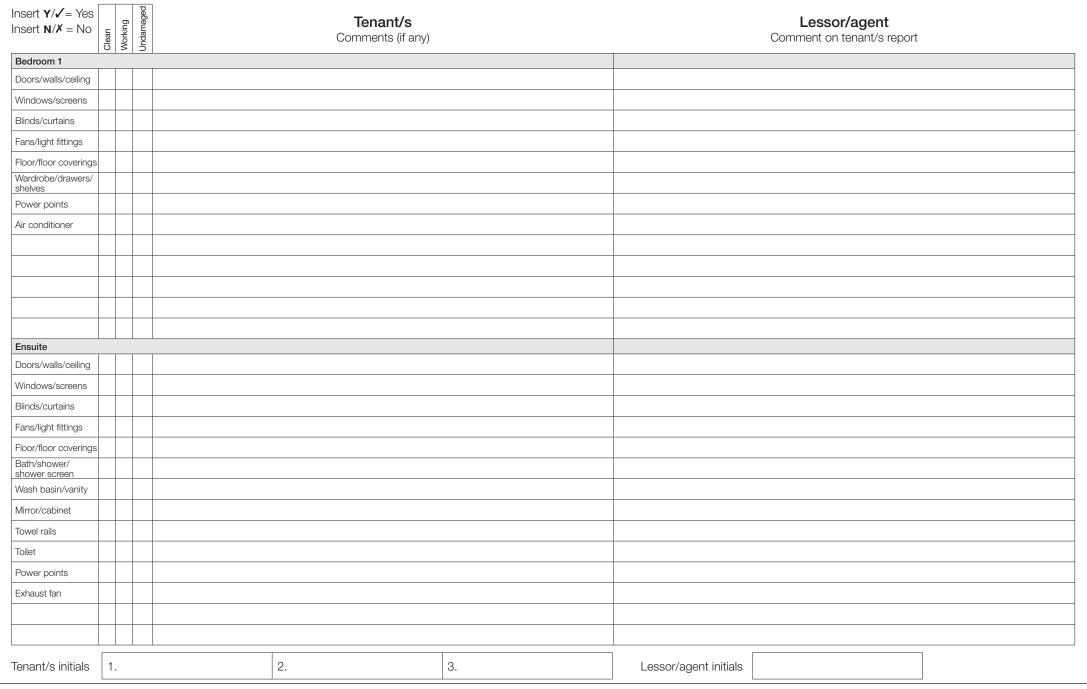
authoritv







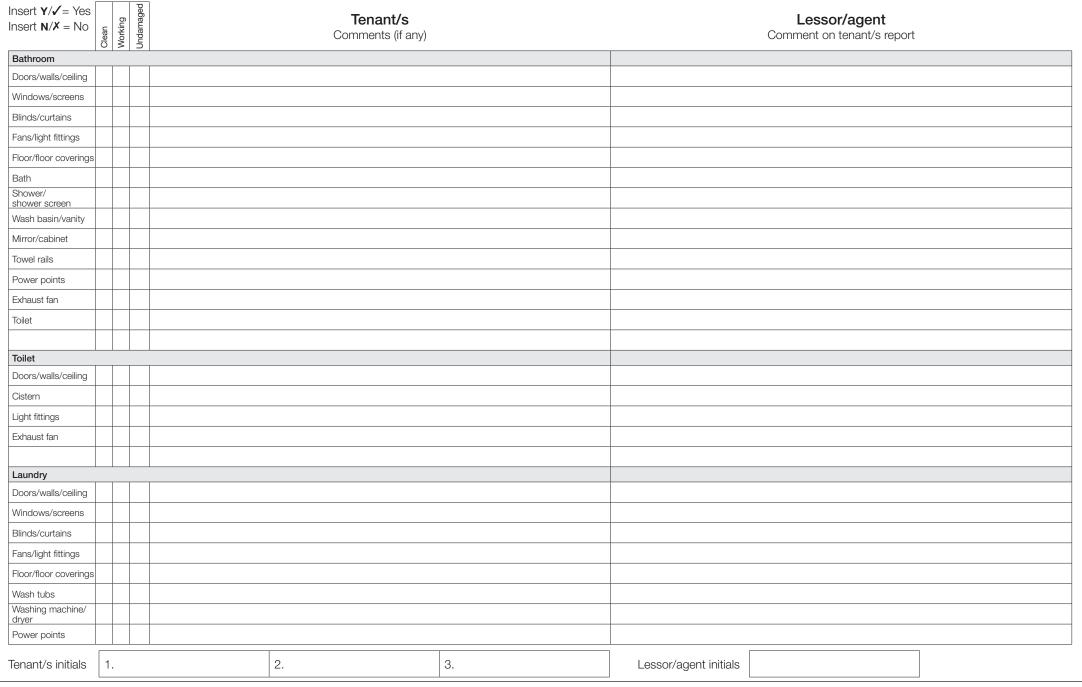






Insert \mathbf{Y}/\mathbf{V} = Yes Insert \mathbf{N}/\mathbf{X} = No	Clean	Undamaged	Tenant/s Comments (if any)			Lessor/agent Comment on tenant/s report	
Bedroom 2		_					
Doors/walls/ceiling							
Windows/screens							
Blinds/curtains							
Fans/light fittings							
Floor/floor coverings							
Wardrobe/drawers/ shelves							
Power points							
Air conditioner							
Bedroom 3							
Doors/walls/ceiling							
Windows/screens							
Blinds/curtains							
Fans/light fittings							
Floor/floor coverings							
Wardrobe/drawers/ shelves							
Power points							
Air conditioner							
Bedroom 4							
Doors/walls/ceiling							
Windows/screens							
Blinds/curtains							
Fans/light fittings							
Floor/floor coverings							
Wardrobe/drawers/ shelves							
Power points							
Air conditioner							
Tenant/s initials	1.		2.	3.	Lessor/agent initials		







Residential Tenancies and Rooming Accommodation Act 2008 (Section 66)

nsert Y/√ = Yes nsert N / X = No	Clean	Working	Undamaged	Tenant/s Comments (if any)	Lessor/agent Comment on tenant/s report
General					
Smoke alarms					
Security devices					
Electrical safety switches					
Hot water system					
Keys/locks/remotes					
Staircases/railings					
Wheelie & recycle bins					
Pool/equipment					
Street number/ letter box					
External walls					
Balcony/porch/deck	(
Awning/gutters					
Paving/pergola					
Garage/car port/ storeroom					
Garden shed					
Gates/fences					
Grounds/garden					
External taps/hose					
Clothes line					
Solar panels					
Paths/driveway					

Additional comments/information

	Signature	Date	
	Print name		

Lessor/agent

Tenant 1		Tenant 2		Tenant 3		
Signature Date		Signature	Date	Signature	Date	
Print name		Print name		Print name		

