

# Part 2 – Residential Premises Condition Report – Residential Tenancies Act 1987

Address of Premises: \_\_\_\_\_

**Example** – Condition of premises at start of tenancy

		Clean Undamaged Working Tenant Access				
		Clean	Undamaged	Working	Tenant Access	
ENTRANCE	Walls/Ceiling	Y	Y		N	Crack in wall over door
	Doors/windows/screens	Y	N		Y	Window screen torn
	Blinds/curtains	Y	N		Y	Cord broken, no curtains
	Lights/power points	Y	Y	Y	Y	
	Floor/coverings	N	Y		Y	Carpet stain near window
LOUNGE	Other					
	Walls/Ceiling	Y	Y		Y	
	Doors/windows/screens	Y	Y	Y	Y	
	Blinds/curtains	Y	Y	Y	Y	No curtains
	Lights/power points	Y	Y	Y	N	Light shade cracked
	Floor/coverings	Y	Y		Y	
Television points	Y	Y	?	Y	Unable to test (working)	
Other						

**How to complete:**

- Three copies of this condition report are filled out and signed by the landlord or the landlord's agent.
- The landlord or landlord's agent record the condition of the residential premises by indicating whether the particular room item is clean, undamaged and working by placing "Y" (YES) or "N" (NO) in the appropriate column (see example opposite).
- Two copies of the report which have been filled in and signed by the landlord or the landlord's agent are given to the tenant at or before the time of entering into the agreement. The landlord keeps the third copy.
- The tenant indicates agreement or disagreement with the condition indicated by the landlord or landlord's agent by placing "Y" (YES) or "N" (NO) in the appropriate columns (see example opposite).
- The tenant returns one copy of the completed condition report to the landlord or landlord's agent and keeps the second copy.
- At, or as soon as practicable after, the termination of a residential tenancy agreement, both the landlord and tenant should complete the copy of the condition report that they retained indicating the condition of the premises at the end of the tenancy. This should be done in the presence of the other party, unless the other party has been given a reasonable opportunity to be present and has not attended the inspection.

*See overleaf for "Conditions of premises at end of tenancy" and "IMPORTANT NOTES ABOUT THIS REPORT".*

## Condition of premises at START of tenancy

## Condition of premises at START of tenancy

		Clean Undamaged Working Tenant Access				Comments			Clean Undamaged Working Tenant Access				Comments		
		Clean	Undamaged	Working	Tenant Access				Clean	Undamaged	Working	Tenant Access			
ENTRANCE	Walls/Ceiling						BEDROOM 1	Walls/Ceiling							
	Doors/windows/screens							Doors/windows/screens							
	Blinds/curtains							Blinds/curtains							
	Lights/power points							Lights/power points							
	Floor/coverings							Floor/coverings							
	Other							Other							
LOUNGE	Walls/Ceiling						BEDROOM 2	Walls/Ceiling							
	Doors/windows/screens							Doors/windows/screens							
	Blinds/curtains							Blinds/curtains							
	Lights/power points							Lights/power points							
	Floor/coverings							Floor/coverings							
	Television points							Other							
DINING	Heating						BEDROOM 3	Walls/Ceiling							
	Other							Doors/windows/screens							
	KITCHEN	Walls/Ceiling							OTHER ROOM	Walls/Ceiling					
		Doors/windows/screens								Doors/windows/screens					
		Blinds/curtains								Blinds/curtains					
		Lights/power points								Lights/power points					
Floor/coverings							Floor/coverings								
Cupboards/drawers							Other								
BATHROOM	Bench tops/tiling						LAUNDRY	Walls/Ceiling							
	Sink/disposal unit							Doors/windows/screens							
	Taps							Blinds/curtains							
	Stove top							Lights/power points							
	Griller							Floor/coverings							
	Oven							Wash tubs							
	Refrigerator							Copper/wash machine							
	Exhaust fan							Dryer							
	Other							Hot water service							
								Other							
BATHROOM	Walls/Ceiling						GENERAL	Storeroom/shed							
	Doors/windows/screens							Balcony/porch							
	Blinds/curtains							Garage/car port							
	Lights/power points							Gates/fences							
	Floor/coverings							Grounds/garden							
	Bath							Doors							
	Shower							Staircases							
	Showerscreen							Letterbox							
	Wash basin							Street number							
	Tiling							Concrete paving							
Mirror/cabinet						Security system									
BATHROOM	Towel rails						Smoke alarms								
	Toilet/W.C.						Other								
	Heating						Water meter reading								
	Other						Furniture (see attached list)								

Landlord/ Agent's Signature ..... Tenant's Signature ..... Date ..... 20 .....

**LANDLORD'S PROMISE TO UNDERTAKE WORK** *(Delete if not required)*  
 The landlord agrees to undertake the following cleaning, repairs, additions or other work during the tenancy: .....

..... The landlord agrees to complete that work by .....

Landlord/ Agent's Signature ..... Tenant's Signature ..... Date ..... 20 .....

**NOTE:** Further items and comments may be added on a separate sheet signed by the landlord/agent and the tenant and attached to this report.

1. Agent's Copy 2. Tenant's Copy 3. Tenant's Copy

# Part 2 – Residential Premises Condition Report – Residential Tenancies Act 1987

Address of Premises: \_\_\_\_\_

**Example** - Condition of premises at start of tenancy

		Clean Undamaged Working Tenant agrees				
		Clean	Undamaged	Working	Tenant agrees	
ENTRANCE	Walls/Ceiling	Y	Y		N	Crack in wall over door
	Doors/windows/screens	Y	N		Y	Window screen torn
	Blinds/curtains	Y	N		Y	Cord broken, no curtains
	Lights/power points	Y	Y	Y	Y	
	Floor/coverings	N	Y		Y	Carpet stain near window
LOUNGE	Other					
	Walls/Ceiling	Y	Y		Y	
	Doors/windows/screens	Y	Y	Y	Y	
	Blinds/curtains	Y	Y	Y	Y	No curtains
	Lights/power points	Y	Y	Y	N	Light shade cracked
	Floor/coverings	Y	Y		Y	
Television points	Y	Y	?	Y	Unable to test (working)	
Other						

**How to complete:**

- Three copies of this condition report are filled out and signed by the landlord or the landlord's agent.
- The landlord or landlord's agent record the condition of the residential premises by indicating whether the particular room item is clean, undamaged and working by placing "Y" (YES) or "N" (NO) in the appropriate column (see example opposite).
- Two copies of the report which have been filled in and signed by the landlord or the landlord's agent are given to the tenant at or before the time of entering into the agreement. The landlord keeps the third copy.
- The tenant indicates agreement or disagreement with the condition indicated by the landlord or landlord's agent by placing "Y" (YES) or "N" (NO) in the appropriate columns (see example opposite).
- The tenant returns one copy of the completed condition report to the landlord or landlord's agent and keeps the second copy.
- At, or as soon as practicable after, the termination of a residential tenancy agreement, both the landlord and tenant should complete the copy of the condition report that they retained indicating the condition of the premises at the end of the tenancy. This should be done in the presence of the other party, unless the other party has been given a reasonable opportunity to be present and has not attended the inspection.

*See overleaf for "Conditions of premises at end of tenancy" and "IMPORTANT NOTES ABOUT THIS REPORT".*

## Condition of premises at START of tenancy

## Condition of premises at START of tenancy

		Clean Undamaged Working Tenant agrees				Comments			Clean Undamaged Working Tenant agrees				Comments
		Clean	Undamaged	Working	Tenant agrees				Clean	Undamaged	Working	Tenant agrees	
ENTRANCE	Walls/Ceiling						BEDROOM 1	Walls/Ceiling					
	Doors/windows/screens							Doors/windows/screens					
	Blinds/curtains							Blinds/curtains					
	Lights/power points							Lights/power points					
	Floor/coverings							Floor/coverings					
	Other							Other					
LOUNGE	Walls/Ceiling						BEDROOM 2	Walls/Ceiling					
	Doors/windows/screens							Doors/windows/screens					
	Blinds/curtains							Blinds/curtains					
	Lights/power points							Lights/power points					
	Floor/coverings							Floor/coverings					
	Television points							Other					
DINING	Heating						BEDROOM 3	Walls/Ceiling					
	Other							Doors/windows/screens					
	Walls/Ceiling							Blinds/curtains					
	Doors/windows/screens							Lights/power points					
	Blinds/curtains							Floor/coverings					
	Lights/power points							Other					
KITCHEN	Floor/coverings						OTHER ROOM	Walls/Ceiling					
	Cupboards/drawers							Doors/windows/screens					
	Bench tops/tiling							Blinds/curtains					
	Sink/disposal unit							Lights/power points					
	Taps							Floor/coverings					
	Stove top							Other					
BATHROOM	Griller						LAUNDRY	Walls/Ceiling					
	Oven							Doors/windows/screens					
	Refrigerator							Blinds/curtains					
	Exhaust fan							Lights/power points					
	Other							Floor/coverings					
								Wash tubs					
BATHROOM	Walls/Ceiling						GENERAL	Copper/wash machine					
	Doors/windows/screens							Dryer					
	Blinds/curtains							Hot water service					
	Lights/power points							Other					
	Floor/coverings							Storeroom/shed					
	Bath							Balcony/porch					
	Shower							Garage/car port					
	Showerscreen							Gates/fences					
	Wash basin							Grounds/garden					
	Tiling							Doors					
	Mirror/cabinet							Staircases					
	Towel rails							Letterbox					
Toilet/W.C.					Street number								
Heating					Concrete paving								
Other					Security system								
					Smoke alarms								
					Other								
					Water meter reading								
					Furniture (see attached list)								

Landlord/Agent's Signature ..... Tenant's Signature ..... Date ..... 20 .....

**LANDLORD'S PROMISE TO UNDERTAKE WORK** *(Delete if not required)*  
 The landlord agrees to undertake the following cleaning, repairs, additions or other work during the tenancy: .....

..... The landlord agrees to complete that work by .....

Landlord/Agent's Signature ..... Tenant's Signature ..... Date ..... 20 .....

**NOTE:** Further items and comments may be added on a separate sheet signed by the landlord/agent and the tenant and attached to this report.

1. Agent's Copy 2. Tenant's Copy 3. Tenant's Copy