

# Entry condition report – general tenancies (Form 1a)

Residential Tenancies and Rooming Accommodation Act 2008  
(Section 65)



## Address of the rental premises

	Postcode

## Full name/s of the tenant/s

1.
2.
3.

## Name/trading name of the lessor/agent

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## Water charging

Tenants can only be charged for all water consumption if the rental premises are individually metered (or water is delivered by vehicle), the agreement states the tenant must pay for water and the premises are water efficient.

Are the premises individually metered? ☐ Yes ☐ No

Water meter reading at start of tenancy: 

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Are the premises water efficient? ☐ Yes ☐ No

Certain fixtures must have the equivalent of a 3 star WELS rating or higher (evidence available if/as required).

Entry condition reports must be completed in accordance with the Act. Penalties apply.  
Do not send to the RTA – give this form to the tenant/s, keep a copy for your records.

Lessor/agent initials

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Tenant/s initials

1.
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2.

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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.

## Lessor/agent

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. Give a signed copy of the report to the tenant. Keep a copy for your own records.
5. Ask the tenant to add their comments to the report, initial each page and return it to you within 3 days.
6. If the tenant disagrees about the condition of the premises, encourage them to discuss it with you. 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

7. Give a copy of the final report back to the tenant within 14 days of receiving it.

8. You must keep a copy of the report for at least one year after the tenancy agreement ends.

## Tenant

1. Inspect the premises.
2. Comment on any item where you disagree with the lessor/agent, or if you believe the report does not reflect the true condition of the premises.
3. Talk to the lessor/agent if you disagree about the condition of the premises.
4. Initial each page of the report and send it to the lessor/agent within 3 days.
5. The lessor/agent must send you a copy of the final report. You may also want to make a copy for your own records.

If the condition report is not given to the tenant/s within 3 days of occupation, the tenant/s should obtain, complete and sign their own form and submit to the lessor/agent.

The tenant/s have initially received a copy of this report on

Day 

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 Date 

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Insert Y/✓ = Yes  
Insert N/X = No

Clean  
Working  
Undamaged

**Lessor/agent**  
Comments (if any)

**Tenant/s**  
Comment on lessor/agent report

Entry	Lessor/agent			Tenant/s		
Doors/walls/ceiling						
Windows/screens						
Blinds/curtains						
Fans/light fittings						
Floor/floor coverings						
Power points						
<b>Lounge room</b>						
Doors/walls/ceiling						
Windows/screens						
Blinds/curtains						
Fans/light fittings						
Floor/floor coverings						
TV/power points						
Air conditioner						
<b>Family room</b>						
Doors/walls/ceiling						
Windows/screens						
Blinds/curtains						
Fans/light fittings						
Floor/floor coverings						
TV/power points						
Air conditioner						

<b>Lessor/agent initials</b>	<b>Tenant/s initials</b>	<b>1.</b>	<b>2.</b>	<b>3.</b>
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