

Condition report

Residential Tenancies Act 1997

Note: Enter text in spaces provided only. This form will be invalid if you remove or change any questions or other text.

What the landlord/agent has to do

Before the tenant moves into the premises the landlord/agent must:

1. Complete the landlord/agent section of this form.
2. Sign and date the form. You may wish to photocopy the form for your records before giving to the tenant.
3. Give the form to the tenant to complete. Inform the tenant they have three business days to complete, sign and return the landlord's/agent's copy of this report.
4. At the end of the tenancy, complete the exit report on the back of the landlord's copy.

What the tenant has to do

1. You must complete and sign this form and any attachments and return it to the landlord or agent within **three business days** of moving into the premises. **If you fail to complete this report accurately you may have difficulty claiming your full bond back at the end of the tenancy.**
2. Inspect the premises and complete the tenant section of this form. Make a comment where you disagree with the landlord's/agent's description of an item.
3. Sign and date the form.
4. Tear off the top copy and return it to the landlord or agent.
5. Keep the tenant's copy as a record.

Important information for landlords and tenants

- This form is printed on carbonless paper and will produce copies for the landlord and tenant. To fill out the form, place on a hard surface and write firmly.
- If a bond is taken, you must complete a *Condition report* at the start of each tenancy. If a bond is not taken it is strongly recommended you still complete a *Condition report*.
- This report is an **important written record** of the condition of the premises. Both the landlord or agent and the tenant should keep signed copies for future reference. It may be used as evidence in any dispute about cleaning, damage, safety or missing items. It is vital that you complete the report comprehensively and note anything which seems unsafe or insecurely fixed. For examples of unsafe situations, see the section on Condition Reports in *Renting a home: a guide for tenants*.
- If you do not have enough space to list all items you want covered in this report, attach a separate sheet. **All attachments should be signed and dated by both the landlord or agent and the tenant** to show that both parties have read and agree to any future reference.
- If you need advice on your rights and responsibilities, then ring the Consumer Affairs Helpline on 1300 55 81 81 **before** completing and signing the *Condition report*.
- *Condition reports* are available free of charge from Consumer Affairs Victoria.

Telephone Interpreter Service

If you have difficulty understanding English, contact the Translating and Interpreting Service (TIS) on 131 450 (for the cost of a local call) and ask to be put through to an Information Officer at Consumer Affairs Victoria on 1300 55 81 81.

Arabic

إذا كان لديك صعوبة في فهم اللغة الإنجليزية، اتصل بخدمة الترجمة التحريرية والشفوية (TIS) على الرقم 131 450 (بكلفة مكاملة محلية) واطلب أن يوصلوك بموظف معلومات في دائرة شؤون المستهلك في فكتوريا على الرقم 1300 55 81 81.

Turkish İngilizce anlamakta güçlük çekiyorsanız, 131 450'den (şehir içi konuşma ücretine) Yazılı ve Sözlü Tercümanlık Servisini (TIS) arayarak 1300 55 81 81 numaralı telefondan Victoria Tüketici İşleri'ni aramalarınızı ve sizi bir Danışma Memuru ile görüşürmelerini isteyiniz.

Vietnamese Nếu quý vị không hiểu tiếng Anh, xin liên lạc với Dịch Vụ Thông Phiên Dịch (TIS) qua số 131 450 (với giá biểu của cú gọi địa phương) và yêu cầu được nối đường dây tới một Nhân Viên Thông Tin tại Bộ Tiêu Thụ Sự Vụ Victoria (Consumer Affairs Victoria) qua số 1300 55 81 81.

Somali Haddii aad dhibaato ku qabto fahmida Ingiriiska, La xirii Adeega Tarjumida iyo Afcelinta (TIS) telefoonka 131 450 (qiimaha meesha aad joogto) weydiisuna in lagugu xiro Sarkaalka Macluumaadka ee Arrimaha Macmiilaha Fiktooriya tel: 1300 55 81 81.

Chinese 如果您聽不大懂英語，請打電話給口譯和筆譯服務處，電話：131 450 (祇花費一個普通電話費)，讓他們幫您接通維多利亞消費者事務處 (Consumer Affairs Victoria) 的信息官員，電話：1300 55 81 81。

Serbian Ako vam je teško da razumete engleski, nazovite Službu prevodilača i tumača (Translating and Interpreting Service - TIS) na 131 450 (po cenu lokalnog poziva) i zamolite ih da vas povežu sa Službenikom za informacije (Information Officer) u Viktorijskoj Službi za potrošačka pitanja (Consumer Affairs Victoria) na 1300 55 81 81.

Amharic ከግላገሎቼ ቋንቋ ለመረዳት ችግር ካለብዎ የአስተርጓሚ አገልግሎትን (TIS) በስልክ ቁጥር 131 450 (በአካባቢ ጥሪ ላይ) በመደወል በስክሪን ላይ የሚገኙትን ጉዳይ ጽ/ቤት በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቅራቢ ሠራተኛ ጋር አገዳያዊ ማጠቃለያ።

Dari

اگر شما مشکل دانستن زبان انگلیسی دارید، با اداره خدمات ترجمانی تحریری وشفاهی (TIS) به شماره ۱۳۱ ۴۵۰ به قیمت مخابره محلی تماس بگیرید. وبخواهید که شما را به کارمند معلومات دفتر امور مراجعین ویکتوریا به شماره ۱۳۰۰ ۵۵ ۸۱ ۸۱ ارتباط دهد.

Croatian Ako ne razumijete dovoljno engleski, nazovite Službu tumača i prevoditelja (TIS) na 131 450 (po cijeni mjesnog poziva) i zamolite da vas spoje sJelatinikom za obavijesti u Consumer Affairs Victoria na 1300 55 81 81.

Greek Αν έχετε δυσκολίες στην κατανόηση της αγγλικής γλώσσας, επικοινωνήστε με την Υπηρεσία Μετάφρασης και Διερμηνείας (TIS) στο 131 450 (με το κόστος μιας τοπικής κλήσης) και ζητήστε να σας συνδέσουν με έναν Υπάλληλο Πληροφοριών στην Υπηρεσία Προστασίας Καταναλωτών Βικτώριας (Consumer Affairs Victoria) στον αριθμό 1300 55 81 81.

Italian Se avete difficoltà a comprendere l'inglese, contattate il servizio interpreti e traduttori, cioè il "Translating and Interpreting Service" (TIS) al 131 450 (per il costo di una chiamata locale), e chiedete di essere messi in comunicazione con un operatore addetto alle informazioni del dipartimento "Consumer Affairs Victoria" al numero 1300 55 81 81.

Information about renting is available in 24 languages at consumer.vic.gov.au/languages.

Notes

Please print neatly

Address of premises:		Postcode:	
Name of landlord:		Name of agent (if applicable):	
Name of tenant(s):			

<p>Landlord/agent section</p> <p>Each item has been given a column description of 'clean', 'undamaged', 'working'. Tick each column that applies to the item and make any necessary comments.</p> <p style="text-align: center;"><i>Tick if applicable</i></p>	<p>Tenant section</p> <p>If you disagree with the landlord's/agent's report of an item, make a comment in this section. You should also note here anything which seems unsafe or may be an injury risk.</p>
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	Room and item	Clean	Undamaged	Working	Landlord/agent comments	Tenants comments
	Entrance hall					
Entrance hall	Doors					
	Walls					
	Windows/screens					
	Blinds/curtains					
	Ceiling					
	Light fittings					
	Floor coverings					
	Power points					
	Built in cupboard					
	Lounge room					
Lounge room	Doors					
	Walls					
	Windows/screens					
	Blinds/curtains					
	Ceiling					
	Light fittings					
	Floor coverings					
	TV/power points					
	Kitchen / Meals					
Kitchen / Meals	Doors					
	Walls					
	Windows/screens					
	Blinds/curtains					
	Ceiling					
	Light fittings					
	Floor coverings					
	Power points					
	Cupboards/drawers					
	Bench tops					
	Tiling					
	Sink/disposal unit/taps					
	Hot plates/stove top					
	Griller					
	Oven					
Exhaust fan/rangehood						
Dishwasher						
	Bedroom 1					
Bedroom 1	Doors					
	Walls					
	Wardrobe/drawers					
	Windows/screens					
	Blinds/curtains					
	Ceiling					
	Light fittings					
	Floor coverings					
Power points						

	Room and item	Clean	Undamaged	Working	Landlord/agent comments	Tenants comments
	Main bathroom					
Main bathroom	Doors					
	Walls					
	Tiling					
	Windows/screens					
	Blinds/curtains					
	Ceiling					
	Light fittings					
	Floor coverings					
	Power points					
	Bath/taps					
	Shower/screen/taps					
	Wash basin/taps					
	Mirror/cabinet					
	Towel rails					
Toilet						
Exhaust fan/heating						
	Laundry					
Laundry	Doors					
	Walls					
	Windows/screens					
	Blinds/curtains					
	Ceiling					
	Light fittings					
	Floor coverings					
	Power points					
	Wash trough/taps					
	General – Inside					
General – Inside	Staircases					
	Security system					
	Keys					
	Intercom/security phone					
	Phone lines/connections					
	Heating/Air Conditioning					
	Smoke detectors					
	Number of picture hooks					
	Powder room					
	General – Outside					
General – Outside	Balcony/porch					
	Garage/car port					
	Gates/fences					
	Grounds					
	Street no./letterbox					
	Paving/BBQ					
	Hot water system					
	Clothes line					
	Front garden					
	Back and side garden					
	Pool fence and gate					
	Spa fence and gate					
Water tanks						

Landlord's or agent's signature:

Date: / /	

I agree with the landlord's/agent's report except where I have commented.

Tenant(s) signature(s):

Date: / /	

When complete, return this copy to landlord or agent

Please print neatly

Address of premises:		Postcode:	
Name of landlord:		Name of agent (if applicable):	
Name of tenant(s):			

<p>Landlord/agent section</p> <p>Each item has been given a column description of 'clean', 'undamaged', 'working'. Tick each column that applies to the item and make any necessary comments.</p> <p style="text-align: center;"><i>Tick if applicable</i></p>	<p>Tenant section</p> <p>If you disagree with the landlord's/agent's report of an item, make a comment in this section. You should also note here anything which seems unsafe or may be an injury risk.</p>
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		Clean	Undamaged	Working	Landlord/agent comments	Tenants comments
Entrance hall						
Entrance hall	Doors					
	Walls					
	Windows/screens					
	Blinds/curtains					
	Ceiling					
	Light fittings					
	Floor coverings					
	Power points					
Lounge room						
Lounge room	Doors					
	Walls					
	Windows/screens					
	Blinds/curtains					
	Ceiling					
	Light fittings					
	Floor coverings					
	TV/power points					
Kitchen / Meals						
Kitchen / Meals	Doors					
	Walls					
	Windows/screens					
	Blinds/curtains					
	Ceiling					
	Light fittings					
	Floor coverings					
	Power points					
	Cupboards/drawers					
	Bench tops					
	Tiling					
	Sink/disposal unit/taps					
	Hot plates/stove top					
	Griller					
Oven						
Bedroom 1						
Bedroom 1	Doors					
	Walls					
	Wardrobe/drawers					
	Windows/screens					
	Blinds/curtains					
	Ceiling					
	Light fittings					
	Power points					

	Room and item	Clean	Undamaged	Working	Landlord/agent comments	Tenants comments
	Main bathroom					
Main bathroom	Doors					
	Walls					
	Tiling					
	Windows/screens					
	Blinds/curtains					
	Ceiling					
	Light fittings					
	Floor coverings					
	Power points					
	Bath/taps					
	Shower/screen/taps					
	Wash basin/taps					
	Mirror/cabinet					
	Towel rails					
Toilet						
Exhaust fan/heating						
	Laundry					
Laundry	Doors					
	Walls					
	Windows/screens					
	Blinds/curtains					
	Ceiling					
	Light fittings					
	Floor coverings					
	Power points					
	Wash trough/taps					
	General – Inside					
General – Inside	Staircases					
	Security system					
	Keys					
	Intercom/security phone					
	Phone lines/connections					
	Heating/Air Conditioning					
	Smoke detectors					
	Number of picture hooks					
	Powder room					
	General – Outside					
General – Outside	Balcony/porch					
	Garage/car port					
	Gates/fences					
	Grounds					
	Street no./letterbox					
	Paving/BBQ					
	Hot water system					
	Clothes line					
	Front garden					
	Back and side garden					
	Pool fence and gate					
	Spa fence and gate					
Water tanks						

Landlord's or agent's signature:

Date: / /

I agree with the landlord's/agent's report except where I have commented.

Tenant(s) signature(s):

Date: / /

When complete, return this copy to landlord or agent

Exit condition report, page 1 of 2

To be completed by the landlord/agent at the end of tenancy

Each item has been given a column description of 'clean', 'undamaged', 'working'.

Tick each column that applies to the item and make any necessary comments.

Attach separate page(s) with comments if you need extra space.

Room and item		Clean	Undamaged	Working	Comments
Entrance hall	Entrance hall				
	Doors				
	Walls				
	Windows/screens				
	Blinds/curtains				
	Ceiling				
	Light fittings				
	Floor coverings				
	Power points				
	Built in cupboard				
Lounge room	Lounge room				
	Doors				
	Walls				
	Windows/screens				
	Blinds/curtains				
	Ceiling				
	Light fittings				
	Floor coverings				
TV/power points					
Kitchen / Meals	Kitchen / Meals				
	Doors				
	Walls				
	Windows/screens				
	Blinds/curtains				
	Ceiling				
	Light fittings				
	Floor coverings				
	Power points				
	Cupboards/drawers				
	Bench tops				
	Tiling				
	Sink/disposal unit/taps				
	Hot plates/stove top				
	Griller				
	Oven				
Exhaust fan/rangehood					
Dishwasher					
Bedroom 1	Bedroom 1				
	Doors				
	Walls				
	Wardrobe/drawers				
	Windows/screens				
	Blinds/curtains				
	Ceiling				
	Light fittings				
	Floor coverings				
	Power points				

Room and item		Clean	Undamaged	Working	Comments
Bedroom 2	Bedroom 2				
	Doors				
	Walls				
	Wardrobe/drawers				
	Windows/screens				
	Blinds/curtains				
	Ceiling				
	Light fittings				
	Floor coverings				
	Power points				
Bedroom 3	Bedroom 3				
	Doors				
	Walls				
	Wardrobe/drawers				
	Windows/screens				
	Blinds/curtains				
	Ceiling				
	Light fittings				
	Floor coverings				
	Power points				
Bedroom 4	Bedroom 4				
	Doors				
	Walls				
	Wardrobe/drawers				
	Windows/screens				
	Blinds/curtains				
	Ceiling				
	Light fittings				
	Floor coverings				
	Power points				
Ensuite	Ensuite				
	Doors				
	Walls				
	Tiling				
	Windows/screens				
	Blinds/curtains				
	Ceiling				
	Light fittings				
	Floor coverings				
	Power points				
	Bath/taps				
	Shower/screen/taps				
Wash basin/taps					
Mirror cabinet					
Towel rails					
Toilet					
Exhaust fan/heating					

