

Residential Tenancy Condition Report

Residential Tenancy Act 1997

Important notes about the Condition Report

1. It is a requirement under The *Residential Tenancy Act 1997* that a condition report be completed by the property owner and the tenant. The condition report is an important record of the condition of the premises when the tenancy begins and may be used as evidence of the state of repair or general condition of the premises at the commencement of the tenancy. It is important to ensure all relevant information is included. It may be vital if there is a dispute, particularly about the return of the rental bond and any damage to the premises.
2. At the end of the tenancy, the premises will be inspected and the condition of the premises at the time can be compared to that stated in the original report.
3. The tenant has the obligation to return the premise to the condition it was in at the start of the tenancy (except for fair wear and tear).
4. This condition report template has been developed as an example of a report and is free to use. A different format however may be used if preferred by the parties. The Residential Tenancy Commissioner is chiefly concerned with whether the report has been signed by both parties and clearly identifies the general state of repair and the condition of the premise.
5. This template may refer to facilities that are not relevant to your premise, such as a second bathroom, a pool or a garden shed. These sections can be ignored or crossed out if not needed.
6. An additional blank sheet has been provided if more space is needed. Photos may also be attached to best show the condition of a certain aspect of the premise.
7. For further information call Consumer Affairs and Fair Trading on 1300 654 499 or visit www.mybond.tas.gov.au for information about the rights and responsibilities of property owners, property agents and tenants before completing this report.

How to complete the Condition Report

1. Before the tenancy begins, the property owner or the property agent must inspect the residential premises and record the condition of the premises by indicating whether the particular room item is clean, undamaged and working by placing a "Y" (Yes) or "N" (No) in the appropriate columns. Comments can be included in the report to the right of the relevant item.
2. If the has a water meter that identifies the water usage of the individual premise, the water meter reading at the beginning and end of the tenancy can be recorded on the final page of the report.
3. Two copies of the completed report which have been signed by the property owner or property agent must be given to the tenant before, or at the time of the tenant occupying the premise.
4. As soon as possible after the tenant signs the agreement, the tenant should inspect the residential premises and complete the tenant section of the condition report. The tenant indicates agreement or disagreement with the condition indicated by the property owner or property agent by placing "Y" (Yes) or "N" (No) in the appropriate column and by making any appropriate comments on the form.
5. Once completed the tenant **must** return one copy of the signed condition report to the property owner or property agent 2 days after receiving it. The tenant keeps the second copy of the report.
6. At the termination of the agreement, both the property owner or property agent and the tenant should complete the copy of the condition report 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.

Condition Report

Residential Tenancy Act 1997

Date start of tenancy/...../.....		Property address					Date end of tenancy/...../.....						
Condition of premises at start of tenancy							Condition of premises at end of tenancy						
Insert Y/✓ = Yes Insert X / ✕ = No		CLEAN	UNDAMAGED	WORKING	TENANT AGREES	PROPERTY OWNER COMMENTS	TENANT COMMENTS	CLEAN	UNDAMAGED	WORKING	TENANT AGREES	PROPERTY OWNER COMMENTS	TENANT COMMENTS
ENTRANCE/HALL	Front door/screen door/security door												
	Walls/picture hooks												
	Doorway frames												
	Windows/screens												
	Ceilings/light fittings												
	Blinds/curtains												
	Lights/power points												
	Skirting boards												
	Floor coverings												
Other													
LOUNGE ROOM	Walls/picture hooks												
	Doors/doorway frames												
	Windows/screens												
	Ceiling/light fittings												
	Blinds/curtains												
	Lights/power points												
	Skirting boards												
	Floor coverings												
	Other												
Tenant/s Initials: 1. 2. 3. 4.							Tenant/s Initials: 1. 2. 3. 4.						

Condition of premises at start of tenancy							Condition of premises at end of tenancy						
Insert Y/✓ = Yes Insert X / ✕ = No		CLEAN	UNDAMAGED	WORKING	TENANT AGREES	PROPERTY OWNER COMMENTS	TENANT COMMENTS	CLEAN	UNDAMAGED	WORKING	TENANT AGREES	PROPERTY OWNER COMMENTS	TENANT COMMENTS
DINING ROOM	Walls/picture hooks												
	Doors/doorway frames												
	Windows/screens												
	Ceiling/light fittings												
	Blinds/curtains												
	Lights/power points												
	Skirting boards												
	Floor coverings												
	Other												
KITCHEN	Walls/picture hooks												
	Doors/doorway frames												
	Windows/screens												
	Ceiling/light fittings												
	Blinds/curtains												
	Lights/power points												
	Skirting boards												
	Floor coverings												
	Cupboards/drawers												
	Bench tops/tiling												
	Sinks/taps												
	Stove tops/hot plates												
	Oven/griller												
	Exhaust fan/range hood												
	Dishwasher												
Other													
		Tenant/s Initials: 1. 2. 3. 4.				Tenant/s Initials: 1. 2. 3. 4.							

Condition of premises at start of tenancy							Condition of premises at end of tenancy						
Insert Y/✓ = Yes Insert X / ✕ = No		CLEAN	UNDAMAGED	WORKING	TENANT AGREES	PROPERTY OWNER COMMENTS	TENANT COMMENTS	CLEAN	UNDAMAGED	WORKING	TENANT AGREES	PROPERTY OWNER COMMENTS	TENANT COMMENTS
BEDROOM 1	Walls/picture hooks												
	Built-in wardrobe/shelves												
	Doors/doorway frames												
	Windows/screens												
	Ceiling/light fittings												
	Blinds/curtains												
	Lights/power points												
	Skirting boards												
	Floor coverings												
	Other												
ENSUITE	Walls/tiles												
	Floor tiles/floor coverings												
	Doors/doorway frame												
	Windows/screens												
	Ceiling /light fittings												
	Blinds / curtains												
	Lights/power points												
	Baths/taps												
	Shower/screen/taps												
	Wash basin/taps												
	Mirror/cabinet/vanity												
	Towel rails												
	Toilet/cistern/seat												
	Toilet roll holder												
	Heating/exhaust fan/vent												
	Other												
		Tenant/s Initials: 1. 2. 3. 4.				Tenant/s Initials: 1. 2. 3. 4.							

Condition of premises at start of tenancy							Condition of premises at end of tenancy						
Insert Y/✓ = Yes Insert X / ✕ = No		CLEAN	UNDAMAGED	WORKING	TENANT AGREES	PROPERTY OWNER COMMENTS	TENANT COMMENTS	CLEAN	UNDAMAGED	WORKING	TENANT AGREES	PROPERTY OWNER COMMENTS	TENANT COMMENTS
BEDROOM 2	Walls/picture hooks												
	Built-in wardrobe/shelves												
	Doors/doorway frames												
	Windows/screens												
	Ceiling/light fittings												
	Blinds/curtains												
	Lights/power points												
	Skirting boards												
	Floor coverings												
	Other												
BEDROOM 3	Walls/picture hooks												
	Built-in wardrobe/shelves												
	Doors/doorway frames												
	Windows/screens												
	Ceiling/light fittings												
	Blinds/curtains												
	Lights/power points												
	Skirting boards												
	Floor coverings												
	Other												
BATHROOM	Walls/tiles												
	Floor tiles/floor coverings												
	Doors/doorway frame												
	Windows/screens												
	Ceiling /light fittings												
		Tenant/s Initials: 1. 2. 3. 4.				Tenant/s Initials: 1. 2. 3. 4.							

Condition of premises at start of tenancy								Condition of premises at end of tenancy							
Insert Y/✓ = Yes Insert X / ✕ = No		CLEAN	UNDAMAGED	WORKING	TENANT AGREES	PROPERTY OWNER COMMENTS	TENANT COMMENTS	CLEAN	UNDAMAGED	WORKING	TENANT AGREES	PROPERTY OWNER COMMENTS	TENANT COMMENTS		
BATHROOM ...continued	Blinds / curtains														
	Lights/power points														
	Baths/taps														
	Shower/screen/taps														
	Wash basin/taps														
	Mirror/cabinet/vanity														
	Towel rails														
	Toilet/cistern/seat														
	Toilet roll holder														
	Heating/exhaust fan/vent														
	Other														
LAUNDRY	Walls/tiles														
	Floor tiles/floor coverings														
	Doors/doorway frame														
	Windows/screens														
	Ceiling /light fittings														
	Blinds / curtains														
	Lights/power points														
	Washing machine taps														
	Exhaust fan/vent														
	Washing tub														
	Dryer														
	Other														
		Tenant/s Initials: 1. 2. 3. 4.						Tenant/s Initials: 1. 2. 3. 4.							

Condition of premises at start of tenancy								Condition of premises at end of tenancy							
Insert Y/✓ = Yes Insert X / ✕ = No		CLEAN	UNDAMAGED	WORKING	TENANT AGREES	PROPERTY OWNER COMMENTS	TENANT COMMENTS	CLEAN	UNDAMAGED	WORKING	TENANT AGREES	PROPERTY OWNER COMMENTS	TENANT COMMENTS		
SECURITY/SAFETY	External door locks														
	Window locks														
	Keys/other security devices														
	Smoke alarms														
	Residual Current Device (RCD)														
	Other														
GENERAL	Heating/air conditioning														
	Staircase / handrails														
	External TV antenna/TV points														
	Balcony/porch/deck														
	Hot water system														
	Gates/fences														
	Garden beds														
	Lawns/edges														
	Letter box/street number														
	Water tanks/septic tanks														
	Garbage bins														
	Paving/driveways														
	Clothesline														
	Garage/carport/storeroom														
	Garden shed														
	Garage/roller doors														
	Gutters/down pipe														
		Tenant/s Initials: 1. 2. 3. 4.								Tenant/s Initials: 1. 2. 3. 4.					

[illegible]

COMMUNICATION FACILITIES

The Property Owner or Agent should complete the following:

- A telephone line is connected to the residential premises? Yes / No
- An internet line is connected to the residential premises? Yes / No

OTHER MISCELLANEOUS

Water meter reading: _____

Water Tank level: _____

Gas Bottle/heating oil tank levels: _____

Furniture: (see attached list)

Approximate dates when work was last done on residential premises

Approximate age of carpets: _____

Date carpets professionally cleaned: _____

Approximate age of window coverings: _____

Painting of premises (external): _____

Painting of premises (internal): _____

Additional comments (comments can be from property owner or tenant or both)

PROPERTY OWNER’S GUARANTEE TO UNDERTAKE WORK
(Do not complete if not required)

The property owner agrees to undertake the following cleaning, repairs, additions or other work during the tenancy:

The property owner agrees to complete the above work by:

Property owner’s signature: _____

Date:/...../.....

INGOING CONDITION VERIFIED

To be completed by all persons associated with the lease at the beginning of the lease agreement

Property owner/agent

Signature	Date / /
Print name:	

Tenant (1)

Signature	Date / /
Print name:	

Tenant (2)

Signature	Date / /
Print name:	

Tenant (3)

Signature	Date / /
Print name:	

Tenant (4)

Signature	Date / /
Print name:	

OUTGOING CONDITION VERIFIED

To be completed by all persons associated with the lease at the end of the lease agreement

Property owner/agent

Signature	Date / /
Print name:	

Tenant (1)

Signature	Date / /
Print name:	

Tenant (2)

Signature	Date / /
Print name:	

Tenant (3)

Signature	Date / /
Print name:	

Tenant (4)

Signature	Date / /
Print name:	

Please note: Further items and comments can be added on a separate sheet and signed by the property owner/agent and the tenant and attached to this report.