

Condition Report

Residential Tenancies Act 1997



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.

Please print neatly

Address of premises

Postcode

Name of landlord

Name of agent (if applic)

Name of tenant(s)

Landlord/agent section					Tenant section	
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.					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.	
<i>Tick if applicable</i>						
Room and Item	Clean	Undamaged	Working	Landlord/agent comments	Tenant comments	
Entrance Hall	Doors					
	Walls					
	Windows/screens					
	Blinds/curtains					
	Ceiling					
	Light fittings					
	Floor coverings					
	Power points					
	Built in cupboard					
Loungeroom	Doors					
	Walls					
	Windows/screens					
	Blinds/curtains					
	Ceiling					
	Light fittings					
	Floor coverings					
	TV/power points					
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	Doors					
	Walls					
	Wardrobe/drawers					
	Windows/screens					
	Blinds/curtains					
	Ceiling					
	Light fittings					
	Floor coverings					
	Power points					

Room and Item		Clean			Undamaged			Working			Landlord/agent comments	Tenant comments
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	Doors											
	Walls											
	Windows/screens											
	Blinds/curtains											
	Ceiling											
	Light fittings											
	Floor coverings											
	Power points											
	Wash trough/taps											
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	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

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			Comments	Room and Item		Clean			Comments
		Undamaged	Working					Undamaged	Working		
Entrance Hall	Doors					Bedroom 2	Doors				
	Walls						Walls				
	Windows/screens						Wardrobe/drawers				
	Blinds/curtains						Windows/screens				
	Ceiling						Blinds/curtains				
	Light fittings						Ceiling				
	Floor coverings						Light fittings				
	Power points						Floor coverings				
	Built in cupboard						Power points				
Loungeroom	Doors					Bedroom 3	Doors				
	Walls						Walls				
	Windows/screens						Wardrobe/drawers				
	Blinds/curtains						Windows/screens				
	Ceiling						Blinds/curtains				
	Light fittings						Ceiling				
	Floor coverings						Light fittings				
	TV/power points						Floor coverings				
					Power points						
Kitchen/Meals	Doors					Bedroom 4	Doors				
	Walls						Walls				
	Windows/screens						Wardrobe/drawers				
	Blinds/curtains						Windows/screens				
	Ceiling						Blinds/curtains				
	Light fittings						Ceiling				
	Floor coverings						Light fittings				
	Power points						Floor coverings				
	Cupboards/drawers					Power points					
	Bench tops										
	Tiling					Ensuite	Doors				
	Sink/disposal unit/taps						Walls				
	Hot plates/stove top						Tiling				
	Griller						Windows/screens				
	Oven						Blinds/curtains				
	Exhaust fan/rangehood						Ceiling				
Dishwasher					Light fittings						
					Floor coverings						
					Power points						
Bedroom 1	Doors					Ensuite	Bath/taps				
	Walls						Shower/screen/taps				
	Wardrobe/drawers						Wash basin/taps				
	Windows/screens						Mirror/cabinet				
	Blinds/curtains						Towel rails				
	Ceiling						Toilet				
	Light fittings						Exhaust fan/heating				
	Floor coverings										
	Power points										

