

# Exit condition report – general tenancies (Form 14a)

Residential Tenancies and Rooming Accommodation Act 2008  
(Section 66)



## Address of the rental premises

	Postcode

## Details of the tenant/s

1. Full name/s	
Forwarding address	
	Postcode
Phone	Mobile
Email	

2. Full name/s	
Forwarding address	
	Postcode
Phone	Mobile
Email	

3. Full name/s	
Forwarding address	
	Postcode
Phone	Mobile
Email	

## Name/trading name of the lessor/agent

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Water meter reading at end of tenancy:

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Date

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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.

If an agreement was made to attach fixtures or make structural changes during the tenancy, you may need to consider the terms of the agreement when completing the Exit condition report (Form 14a).

## Tenant

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. Initial each page of the report. Give it to the lessor/agent as soon as possible once the agreement ends.
5. Talk to the lessor/agent if you disagree about the condition of the premises. Comments can be recorded in the *additional comments/information* section (Page 8) or by attaching a separate page.  
Supporting documentation has been attached  Yes  No
6. Retain the signed copy of the report from the lessor/agent.

## Lessor/agent

1. Inspect the premises.
2. Include comments where you disagree with the tenant's report.
3. Initial each page of the report.
4. Talk to the tenant if you disagree about the condition of the premises. Any agreement can be recorded in the *additional comments/information* section.
5. Return a signed copy of the report to the tenant within 3 business days. Retain a copy for at least one year after the tenancy agreement ends.

To prevent disputes, the RTA strongly advises both parties ensure the meter reading is recorded in both entry and exit conditions reports at the beginning and end of the tenancy.

**Note: The Entry condition report (Form 1a) is compared to this Exit condition report (Form 14a) at the end of the tenancy.**

**Do not send to the RTA—give this form to the lessor/agent, keep a copy for your records.**

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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Insert **Y** = Yes  
Insert **N** = No

Clean	Working	Undamaged
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**Tenant/s**  
Comments (if any)

**Lessor/agent**  
Comment on tenant/s report

Entry					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Power points					
Lounge room					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
TV/power points					
Air conditioner					
Family room					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
TV/power points					
Air conditioner					

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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Insert **Y** = Yes  
Insert **N** = No

Clean	Working	Undamaged
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**Tenant/s**  
Comments (if any)

**Lessor/agent**  
Comment on tenant/s report

Kitchen/meals				
Doors/walls/ceiling				
Windows/screens				
Blinds/curtains				
Fans/light fittings				
Floor/floor coverings				
Cupboards/drawers				
Bench tops/tiling				
Sink/disposal unit/taps				
Stove top				
Oven/griller				
Exhaust fan/rangehood				
Dishwasher				
Power points				
Dining room				
Doors/walls/ceiling				
Windows/screens				
Blinds/curtains				
Fans/light fittings				
Floor/floor coverings				
TV/power points				
Air conditioner				

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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Clean	Working	Undamaged
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**Tenant/s**  
Comments (if any)

**Lessor/agent**  
Comment on tenant/s report

Bedroom 1					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wardrobe/drawers/shelves					
Power points					
Air conditioner					
Smoke alarms					
Ensuite					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Bath/shower/shower screen					
Wash basin/vanity					
Mirror/cabinet					
Towel rails					
Toilet					
Power points					
Exhaust fan					

Tenant/s initials 

1.	2.	3.
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Lessor/agent initials 

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Clean	Working	Undamaged
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**Tenant/s**  
Comments (if any)

**Lessor/agent**  
Comment on tenant/s report

Bedroom 2					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wardrobe/drawers/shelves					
Power points					
Air conditioner					
Smoke alarms					
Bedroom 3					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wardrobe/drawers/shelves					
Power points					
Air conditioner					
Smoke alarms					

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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**Tenant/s**  
Comments (if any)

**Lessor/agent**  
Comment on tenant/s report

<b>Bedroom 4</b>					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wardrobe/drawers/shelves					
Power points					
Air conditioner					
Smoke alarms					
<b>Bathroom</b>					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Bath					
Shower/shower screen					
Wash basin/vanity					
Mirror/cabinet					
Towel rails					
Power points					
Exhaust fan					
Toilet					

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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Clean	Working	Undamaged
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**Tenant/s**  
Comments (if any)

**Lessor/agent**  
Comment on tenant/s report

Toilet				
Doors/walls/ceiling				
Cistern				
Light fittings				
Exhaust fan				
Laundry				
Doors/walls/ceiling				
Windows/screens				
Blinds/curtains				
Fans/light fittings				
Floor/floor coverings				
Wash tubs				
Washing machine/dryer				
Power points				
General				
Smoke alarms				
Security devices				
Electrical safety switches				
Hot water system				
Keys/locks/remotes				
Staircases/railings				
Wheelie & recycle bins				

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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**Tenant/s**  
Comments (if any)

**Lessor/agent**  
Comment on tenant/s report

General - Continued				
Pool/equipment				
Street number/ letter box				
External walls				
Balcony/porch/deck				
Awning/gutters				
Paving/ pergola				
Garage/car port/ storeroom				
Garden shed				
Gates/fences				
Grounds/garden				
External taps/hose				
Clothes line				
Solar panels				
Paths/driveway				

**Additional comments/information**

**Lessor/agent**

Signature	Date
Print name	

**Tenant 1**

Signature	Date
Print name	

**Tenant 2**

Signature	Date
Print name	

**Tenant 3**

Signature	Date
Print name	



**Other languages:** You can access a [free interpreter service](#) by calling the RTA on 1300 366 311 (Monday to Friday, 8:30am to 5:00pm).