

Address of the rental premises		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				
	Postcode	documents may be referred to as evidence if there is a dispute over the bond refund at the end of the tenancy.				
Details of the tenant/s		Tenant				
1. Full name/s		1. Inspect the premises.				
Forwarding address		2. Mark each item on the list <i>clean, working, undamaged</i> (where applicable).				
	Postcode	3. Make a note of any extra items in the additional comments/information section.				
Phone Mobile	1. 00.0000	4. Initial each page of the report. Give it to the lessor/agent as soon as possible once the agreement ends.				
Email		5. Talk to the lessor/agent if you disagree about the condition of the premises. Comments				
2. Full name/s		can be recorded in the additional comments/information section (Page 7) or by attaching a separate page.				
Forwarding address		Supporting documentation has been attached Yes No				
	Postcode	6. Retain the signed copy of the report from the lessor/agent.				
Phone Mobile		Lessor/agent				
Email		1. Inspect the premises.				
3. Full name/s		2. Include comments where you disagree with the tenant's report.				
		3. Initial each page of the report.				
Forwarding address	Postcode	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.				
Phone Mobile		5. Return a signed copy of the report to the tenant within 3 business days. Retain a copy				
Email		for at least one year after the tenancy agreement ends.				
Name/trading name of the lessor/agent		Note: The <i>Entry condition report</i> (Form 1a) is compared to this <i>Exit condition report</i> (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.				
Water meter reading at end of tenancy:						
Date						
Tenant/s initials 1. 2.	3.	Lessor/agent initials				

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Insert Y /✓= Yes Insert N /X = No	Clean	Working Undamaged	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.	Lessor/agent initials

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Insert Y/✓ = Yes Insert N/X = No Solution Solutio	Lessor/agent Comment on tenant/s report
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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.	Lessor/agent initials

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INSERT N/∧ = NO c € 5	Lessor/agent nment on tenant/s report
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Bedroom 1						
Doors/walls/ceiling						
Windows/screens						
Blinds/curtains						
Fans/light fittings						
Floor/floor coverings						
Wardrobe/drawers/ shelves						
Power points						
Air conditioner						
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.	Lessor/agent initials	

Exit condition report – general tenancies (Form 14a) Residential Tenancies and Rooming Accommodation Act 2008 (Section 66)



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Insert Y / √ = Yes Insert N / X = No	Clean	Undamaged	C	Tenant/s comments (if any)			Lessor/agent Comment on tenant/s r	eport	
Bedroom 2									
Doors/walls/ceiling									
Windows/screens									
Blinds/curtains									
Fans/light fittings									
Floor/floor coverings									
Wardrobe/drawers/ shelves									
Power points									
Air conditioner									
Bedroom 3									
Doors/walls/ceiling									
Windows/screens									
Blinds/curtains									
Fans/light fittings									
Floor/floor coverings									
Wardrobe/drawers/ shelves									
Power points									
Air conditioner									
Bedroom 4									
Doors/walls/ceiling									
Windows/screens									
Blinds/curtains									
Fans/light fittings									
Floor/floor coverings									
Wardrobe/drawers/ shelves									
Power points									
Air conditioner									
Tenant/s initials	1		2		3	Lessor/agent initials			

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Insert Y/√ = Yes Insert N/X = No Volume	Tenant/s	Lessor/agent
	Comments (if any)	Comment on tenant/s report

	2 ك	> _				
Bathroom						
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						
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						
Tenant/s initials	1.	, ,	2.	3.	Lessor/agent initials	

Exit condition report – general tenancies (Form 14a) Residential Tenancies and Rooming Accommodation Act 2008 (Section 66)

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	authority

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Insert Y/✓= Yes	Tenant/s Comments (if any)	Lessor/agent Comment on tenant/s report			
General					
Smoke alarms					
Security devices					
Electrical safety switches					
Hot water system					
Keys/locks/remotes					
Staircases/railings					
Wheelie & recycle bins					
Pool/equipment					
Street number/ letter box					

Keys/locks/remotes						
Staircases/railings						
Wheelie & recycle bins						
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	Tenant 2	Tenant 2		Tenant 3		
Signature Date	Signature	Date	Signature	Date		
Print name	Print name	Print name		Print name		