

Exit condition report – moveable dwelling/site (Form 14b)

Residential Tenancies and Rooming Accommodation Act 2008
(Section 66)



Name of the park

Site no.

Address of the rental premises

	Postcode

Details of the tenant/s

1. Full name/s	
Forwarding address	
	Postcode
Phone	Email

2. Full name/s	
Forwarding address	
	Postcode
Phone	Email

3. Full name/s	
Forwarding address	
	Postcode
Phone	Email

Name/trading name of the owner/manager

Electricity reading

Water reading

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Gas reading

Date tenancy ended

Handover date

Tenant/s initials

1.		2.		3.	
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Owner/manager initials

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.

Tenant

1. Inspect the dwelling.
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 owner/manager as soon as possible once the agreement ends.
5. Talk to the owner/manager if they disagree about the condition of the dwelling. Comments can be recorded in the *additional comments/information* section (Page 4) or by attaching a separate page.
Supporting documentation has been attached Yes No
6. Retain a signed copy of the report from the owner/manager.

Owner/manager

1. Inspect the dwelling.
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 dwelling. 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.

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

Do not send to the RTA—give this form to the owner/manager, keep a copy for your records.



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Insert **Y/✓** = Yes
 Insert **N/X** = No

Clean	Working	Undamaged
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Tenant/s
 Comments (if any)

Owner/manager
 Comment on tenant/s report

Interior	Clean	Working	Undamaged	Tenant/s Comments (if any)	Owner/manager Comment on tenant/s report
Stove top/griller					
Oven/exhaust fan					
Hot water system					
Interior walls/ceiling					
Folding screens					
Exterior windows — catches/seals/ screens/glass					
Interior of roof hatch					
Curtains and blinds					
Interior light fittings					
Power points					
Floor coverings/ mats					
Sink/plugs/taps					
Refrigerator/seal/ door lining					
Bench tops/ splash-back tiling					
Towel rails (kitchen)					
Table					
Cupboards/doors/ drawers					
Wardrobe/doors/ drawers					
Double beds (DB)— mattress					
DB mattress protector					
DB base					
Single beds (SB)— mattress					
SB mattress protector					
SB base					
Seats/chairs					
Air conditioner/ fans					

Tenant/s initials

1.	2.	3.
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Owner/manager initials

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Insert **Y/✓** = Yes
Insert **N/X** = No

Clean	Working	Undamaged
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Tenant/s
Comments (if any)

Owner/manager
Comment on tenant/s report

Ensuite/Internal bathroom			
Doors/walls/tiling			
Windows/screens			
Window opening mechanisms			
Window locking mechanisms			
Blinds/curtains			
Ceiling/light fittings			
Floor/coverings/mats			
Power points			
Shower/screen/rose			
Wash basin/soap holder			
Mirror/cabinet			
Towel rails/hooks			
Toilet/toilet roll holder			
Taps			
Laundry tubs			
Exhaust fan			
Annexe			
Interior walls/ceiling			
Doors/keys			
Zips/doors/fly screens			
Floor coverings			
Windows/awnings			
Poles/ropes/pegs			
Curtains/fittings			
Other			
Smoke alarms			
Security devices			

Tenant/s initials

1.	2.	3.
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Owner/manager initials

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Clean	Working	Undamaged
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Tenant/s
Comments (if any)

Owner/manager
Comment on tenant/s report

Site only			
Driveway/path			
Concrete slab			
Water connection			
Electricity connection			
Power lead and 15 amp cord			
Waste bin			
Site/grounds			
Sewer			
Phone/TV/cable connection			
Plants			
Exterior of moveable dwelling			
Gas bottle			
Step			
External door – catches/locks/keys/glass			
Screen door – catches/locks/keys/mesh			
Sullage connection/hose			
Annexe light			
TV antenna			
Rubbish bin			
External cladding			
Wheels/tyres			

Additional comments/information

Owner/manager

Signature	Date
Print name	

Tenant 1

Signature	Date
Print name	

Tenant 2

Signature	Date
Print name	

Tenant 3

Signature	Date
Print name	