

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.

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.

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 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.



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).



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

Clean	Working	Undamaged
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Tenant/s
Comments (if any)

Owner/manager
Comment on tenant/s report

Interior					
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.	Owner/manager initials	
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Insert **Y** = Yes

Insert **N** = 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	