Residential Tenancies and Rooming Accommodation Act 2008 (Section 65)



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.			
Full name/s of the tenant/s	Lessor/agent			
1.	1. Inspect the premises.			
2.	2. Mark each item on the list <i>clean, working, undamaged</i> (where applicable).			
3.	3. Make a note of any extra items in the additional comments/information section.			
0.	4. Give a signed copy of the report to the tenant. Keep a copy for your own records.			
Name/trading name of the lessor/agent	Ask the tenant to add their comments to the report, initial each page and return it to you within 3 days.			
Water charging Tenants can only be charged for all water consumption if the rental premises are individually metered (or water is delivered by vehicle), the agreement states the tenant must pay for water and the premises are water efficient.	 6. If the tenant disagrees about the condition of the premises, encourage them to discuss it with you. Comments can be recorded in the additional comments/information section (Page 7) or by attaching a separate page. Supporting documentation has been attached Yes No 7. Give a copy of the final report back to the tenant within 14 days of receiving it. 8. You must keep a copy of the report for at least one year after the tenancy agreement ends. 			
Are the premises individually metered? Yes No	Tenant			
Water meter reading at start of tenancy:	 Inspect the premises. Comment on any item where you disagree with the lessor/agent, or if you believe the report does not reflect the true condition of the premises. 			
Are the premises water efficient? Yes No	3. Talk to the lessor/agent if you disagree about the condition of the premises.			
Certain fixtures must have the equivalent of a 3 star WELS rating or higher (evidence	4. Initial each page of the report and send it to the lessor/agent within 3 days.			
available if/as required).	The lessor/agent must send you a copy of the final report. You may also want to make a copy for your own records.			
	If the condition report is not given to the tenant/s within 3 days of occupation, the tenant/s should obtain, complete and sign their own form and submit to the lessor/agent.			
Entry condition reports must be completed in accordance with the Act. Penalties apply	. The tenant/s have initially received a copy of this report on			
Do not send to the RTA—give this form to the tenant/s, keep a copy for your records.	Day Date			
Lessor/agent initials Tenant/s initials 1.	2. 3. © • • • • • • • • • • • • • • • • • •			

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Insert Y/√= Yes Insert N/X = No Value Va	Lessor/agent	Tenant/s
Norki	Comments (if any)	Comment on lessor/agent repo

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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								
Lessor/agent init	ials		Tenant/s initials	1.	2.	 3.		

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Insert Y /✓= Yes Insert N /X = No Volume	Lessor/agent	Tenant/s
No Ke No Te No Te No No No No No No No N	Comments (if any)	Comment on lessor/agent repor

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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			

Lessor/agent initials Tenant/s initials 1. 2. 3.

Residential Tenancies and Rooming Accommodation Act 2008 (Section 65)

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Lessor/agent Comments (if any)

Tenant/s Comment on lessor/agent report

11001111//	Clea	Work Unda	Comments (if any)	Comment on lessor/agent report
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				

Lessor/agent initials Tenant/s initials 1. 2. 3.

Residential Tenancies and Rooming Accommodation Act 2008 (Section 65)

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nsert Y / √ = Yes nsert N / X = No	Lessor/agent Comments (if any)	Tenant/s Comment on lessor/agent report
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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								
Lessor/agent init	ials		Tenant/s initials	1.	2.	3.		

Residential Tenancies and Rooming Accommodation Act 2008 (Section 65)

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Trta	tenancies

Insert Y /√= Yes) pec	. ,
Insert $\mathbf{Y}/\checkmark = \mathrm{Yes}$ Insert $\mathbf{N}/\checkmark = \mathrm{No}$	_	ing	ımaç	Lessor/agen
	leal	Vork	lg	Comments (if any

Tenant/s Comment on lessor/agent report

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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							
	.		-	,]
Lessor/agent initia	llS		Tenant/s initials	1.	2.	3.	

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Insert Y/✓= Yes Insert N/X = No Solution Solution Lessor/agent Comments (if any)							Tamarette			
Insert N / X = No	Clean	Working	Undama		Lessor/agent Comments (if any)			Tenant/s Comment on lessor/agent 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										
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 com	men	ts/i	nfor	mation				Lessor/agent		
								Signature	Date	
								Print name		
Tenant 1					Tenant 2			Tenant 3		
Signature				Date	Signature	Date	е	Signature	Date	
Print name					Print name	Print name Print name				