

# Entry condition report – moveable dwelling/site (Form 1b)

Residential Tenancies and Rooming Accommodation Act 2008  
(Section 65)



Name of the park

Site no.

Address of the rental premises

	Postcode	

Full name/s of the tenant/s

1.	
2.	
3.	

Name/trading name of the owner/manager

Are the premises individually metered ☐ Yes ☐ No

Electricity reading  Water reading

Gas reading

## Important

- When renewing a tenancy agreement with the same tenant, there is no requirement to complete a new Entry condition report.
- The original Entry condition report will remain valid unless the parties to the tenancy agree to prepare a new Entry condition report when the agreement is renewed.
- If the owner/manager is renting a movable dwelling to the tenant, it must meet minimum housing standards when they move in and throughout the tenancy agreement. Learn more about minimum housing standards on the RTA website.



**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).

Owner/manager initials

Tenant/s initials

1.		2.		3.	
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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.

## Owner/manager

- Inspect the dwelling.
- Mark each item on the list *clean, working, undamaged* (where applicable).
- Items not listed should be noted in the *additional comments/information* section.
- Give a signed copy of the report to the tenant. Keep a copy for your own records.
- Ask the tenant to add their comments to the report, initial each page and return it to you within 7 days.
- If the tenant disagrees about the condition of the dwelling, encourage them to discuss it with you. 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
- Give a copy of the final report back to the tenant within 14 days of receiving it.
- You must keep a copy of the report for at least one year after the last tenancy agreement to which this condition report relates to ends.

## Tenant

- Inspect the dwelling.
- Comment on any item where you disagree with the owner/manager, or if you believe the report does not reflect the true condition of the dwelling.
- Talk to the owner/manager if you disagree about the condition of the dwelling.
- Initial each page of the report and send it to the owner/manager within 7 days.
- The owner/manager must send you a copy of the final report. You may also want to make a copy for your own records.

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.

If the condition report is not given to the tenant/s within 7 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.**

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



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Insert **Y** = Yes

Insert **N** = No

Clean	Working	Undamaged
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**Owner/manager**

Comments (if any)

**Tenant/s**

Comment on owner/manager 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					

Owner/manager initials

Tenant/s initials

1.		2.		3.	
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Clean	Working	Undamaged
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**Owner/manager**

Comments (if any)

**Tenant/s**

Comment on owner/manager 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				

Owner/manager initials

Tenant/s initials

1.		2.		3.	
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**Owner/manager**

Comments (if any)

**Tenant/s**

Comment on owner/manager 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	