

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

| | |
|----------------------|----------|
| <input type="text"/> | |
| <input type="text"/> | Postcode |

Details of the tenant/s

| | |
|----------------------|----------|
| 1. Full name/s | |
| Forwarding address | |
| <input type="text"/> | Postcode |
| Phone | Email |

| | |
|----------------------|----------|
| 2. Full name/s | |
| Forwarding address | |
| <input type="text"/> | Postcode |
| Phone | Email |

| | |
|----------------------|----------|
| 3. Full name/s | |
| Forwarding address | |
| <input type="text"/> | Postcode |
| Phone | Email |

Name/trading name of the owner/manager

Electricity reading

Water reading

| | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

Gas reading

Date tenancy ended

Handover date

Tenant/s initials

| | | |
|-------------------------|-------------------------|-------------------------|
| 1. <input type="text"/> | 2. <input type="text"/> | 3. <input type="text"/> |
|-------------------------|-------------------------|-------------------------|

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 |
|-------|---------|-----------|

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. |
|----|----|----|

Owner/manager initials

| |
|--|
| |
|--|

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Insert **Y/✓** = Yes
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| Clean | Working | Undamaged |
|-------|---------|-----------|
|-------|---------|-----------|

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. |
|----|----|----|

Owner/manager initials

| |
|--|
| |
|--|

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Insert **Y/✓** = Yes
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| Clean | Working | Undamaged |
|-------|---------|-----------|
|-------|---------|-----------|

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 | |