

CONDITION REPORT.(v06.26)

Boarding Houses Act 2012 (NSW) – Occupancy Principles Compliance

This report provides legal proof of the condition of the room at the start and end of the occupancy. Keep this document on file to manage security deposit distributions and protect against property disputes.

1. ACCOMMODATION & PARTY DETAILS

Property Address:

Suite Number:

Resident Name:

Manager Name:

Check-In Date: ____ / ____ / 20__ to ____ / ____ / 20__

Date: ____ / ____ / 20__

2. CONDITION CHECKLIST: PRIVATE ROOM & INVENTORY

Instructions:

- **At Move-In:** Manager ticks **G** (Good/Clean/Working) or **D** (Damaged/Dirty). Write brief notes for any defects. Resident has **7 days** to review, add comments, and return a signed copy.
- **At Move-Out:** Both parties inspect the room and complete the right-hand columns.

Item / Area	Move-In (G / D)	Move-In Comments & Existing Defects (Take photos of damages)	Move-Out (G / D)	Move-Out Comments & Final Status (Excluding fair wear & tear)
Main Door, Lock & Keys	[] [] []		[] [] []	
Floor / Carpet	[] [] []		[] [] []	
Walls, Skirting & Ceiling	[] [] []		[] [] []	
Windows, Screens & Blinds	[] [] []		[] [] []	
Lights, Switches & Power	[] [] []		[] [] []	
Smoke Alarm (Working)	[] [] []	Test: AS1670 by technicians		
Bed Frame & Mattress	[] [] []		[] [] []	
Wardrobe / Clothes Storage	[] [] []		[] [] []	
Desk / Chair / Furnishings	[] [] []		[] [] []	
In-Room Fridge / Appliances	[] [] []		[] [] []	

3. SHARED COMMON AREAS (MOVE-IN CHECK ONLY)

Management confirms that the shared facilities below are clean, secure, and in a reasonable state of repair at the start of this agreement, and will be maintained. Residents are required to keep clean and clean up after use.

- ☐ **Common Kitchen:** Cooking appliances, sinks, and food storage areas are functional and clean.
 - ☐ **Communal areas:** Lounge, Reception, and garden
 - ☐ **Evacuation Pathways:** Hallways, main exit doors, and fire emergency pathways are completely clear.
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4. LEGAL SIGN-OFF & SIGNATURES

A. START OF OCCUPANCY AGREEMENT

The manager guarantees the room is clean, secure, safe, and complies with fire safety standards. The resident acknowledges that this report accurately reflects the condition of the room on move-in day, except for any discrepancies noted in the comments section on page 1. The resident has 7 days from the Move-In Date to return a signed copy.

Manager Signature: _____ Date: ____ / ____ / 20__

Resident Signature: _____ Date: ____ / ____ / 20__

B. END OF OCCUPANCY AGREEMENT

This section must be completed at the final inspection. The signatures below confirm agreement on the room condition at move-out. Any security deposit deductions will be calculated strictly based on the differences recorded between the Move-In and Move-Out columns of this report, excluding fair wear and tear.

Manager Signature: _____ Date: ____ / ____ / 20__

Resident Signature: _____ Date: ____ / ____ / 20__

