

## Schedule 2: Condition report

### How to complete this report

- 1 Three copies, or one electronic copy, of this condition report should be completed and signed by the landlord or the landlord's agent.
- 2 Two copies, or one electronic copy, of the report, which have been completed and signed by the landlord or the landlord's agent, must be given to the tenant before or when the tenant signs the agreement. The landlord or landlord's agent keeps the third copy or an electronic copy.
- 3 Before the tenancy begins, the landlord or the landlord's agent must inspect the residential premises and record the condition of the premises by indicating whether the particular room item is clean, undamaged and working by placing "Y" (YES) or "N" (NO) in the appropriate column (see example below). Where necessary, comments should be included in the report. The landlord or the landlord's agent must also indicate "yes" or "no" in relation to the matters set out under the headings "Minimum standards", "Health issues", "Smoke alarms", "Other safety issues", "Communications facilities" and "Water usage charging and efficiency devices".
- 4 As soon as possible after the tenant signs the agreement, the tenant must inspect the residential premises and complete the tenant section of the condition report. The tenant indicates agreement or disagreement with the condition indicated by the landlord or landlord's agent by placing "Y" (YES) or "N" (NO) in the appropriate column and by making any appropriate comments on the form. The tenant may also comment on the matters under the headings "Minimum standards", "Health issues", "Smoke alarms", "Other safety issues", "Communications facilities" and "Water usage charging and efficiency devices".
- 5 The tenant must return one copy of the completed condition report, or a completed electronic copy, to the landlord or landlord's agent within 7 days after taking possession of the residential premises and is to keep the other copy or a completed electronic copy. The tenant is not required to do this if the landlord or landlord's agent has failed to give the tenant either two copies, or one electronic copy, of the completed condition report (see 2 above).
- 6 If photographs or video recordings are taken at the time the inspection is carried out, it is recommended that all photographs or video recordings are verified and dated by all parties. Any photographs should be attached to this condition report, in hard copy or electronically, under the heading "Photographs/video recordings of the premises". Any video recordings should be attached to this condition report electronically. NOTE: Photographs and/or video recordings are not a substitute for accurate written descriptions of the condition of the premises.
- 7 At, or as soon as practicable after, the termination of the tenancy agreement, both the landlord or the landlord's agent and the tenant should complete the copy of the condition report that the landlord, landlord's agent or the tenant has retained, indicating the condition of the premises at the end of the tenancy. This should be done in the presence of the other party, unless the other party has been given a reasonable opportunity to be present and has not attended the inspection.
- 8 If the residential premises are separately metered for water and if the tenant is required to pay for water usage charges under the residential tenancy agreement, the landlord or landlord's agent must also indicate whether the residential premises has the required water efficiency measures.

## Schedule 2: Condition report

### Important notes about this report

- (a) It is a requirement that a condition report be completed by the landlord or the landlord's agent and the tenant (see above). This condition report is an important record of the condition of the residential premises when the tenancy begins and may be used as evidence of the state of repair or general condition of the premises at the commencement of the tenancy. It is important to complete the condition report accurately. It may be vital if there is a dispute, particularly about the return of the rental bond money and any damage to the premises.
- (b) At the end of the tenancy, the premises will be inspected and the condition of the premises at that time will be compared to that stated in the original condition report.
- (c) A tenant is not responsible for fair wear and tear to the premises. Fair wear and tear is a general term for anything that occurs through ordinary use, such as the carpet becoming worn in frequently used areas. Intentional damage, or damage caused by negligence, is not fair wear and tear.
- (d) A condition report must be filled out whether or not a rental bond is paid.
- (e) If you do not have enough space on the report you can attach additional pages. All attachments should be signed and dated by all parties to the residential tenancy agreement.
- (f) Call NSW Fair Trading on 13 32 20 or visit [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au) for more information about the rights and responsibilities of landlords and tenants or before completing the condition report.

### Tenancy Details

**Property Address****Inspecting Agent:****Inspection Date:****Tenancy Start Date:****Tenant/s:****Tenant Received Date:****Report Return Date:****Tenant's Initial(s):**

1.

2.

3.

Date

/ /

Room number:

Address of the property:

Entry Condition Report

Agent section					Tenant section	
Each item has been given a column description of 'clean', 'undamaged', 'working'. Tick each column that applies to the item and make any necessary comments.					If you disagree with the agent's report of an item, make a comment in this section. You should also note anything which seems unsafe or may be an injury risk.	
Entrance/Hall	Cln	Udg	Wkg	Agent comments <i>Cln = Clean, Udg = Undamaged, Wkg = Working</i>	Tenant agrees	Tenant comments
Front Door	Y	Y	Y	Front door : Door lock working		
Door Lock/ESD Handle (E.g. Salto, Onity)	Y	Y	Y	Door lock/Door Lock/ESD Handle : Well attached, functioning well.		
Doorway Frame	Y	Y	Y	Doorway frame freshly painted, no mark or hole.		
Door Closer	Y	Y	Y	Door Closer : Functioning well.		
Ceiling/Light Fittings/Light Switches	Y	Y	Y	Ceiling : Clear, no marks, no stains. // Lights : All lights are working.		
Entry Flooring/Skirting	Y	Y	Y	Entry Flooring/Skirting : Clean, no dust.		
Walls	Y	Y	Y	Walls : Freshly painted, no mark.		
Other						
Bathroom	Cln	Udg	Wkg	Agent comments <i>Cln = Clean, Udg = Undamaged, Wkg = Working</i>	Tenant agrees	Tenant comments
Door/Door Handles/Door Frame	Y	Y	Y	Bathroom door : Freshly painted, handle attached.		
Walls	Y	Y	Y	Walls : Freshly painted.		
Flooring	Y	Y	Y	Flooring : Freshly cleaned, no dust.		
Ceiling/Light Fittings/Fire Sprinkler/Exhaust	Y	Y	Y	Ceiling : Clean and no marks.		
Shower Rail/Shower Curtain	Y	Y	Y	Shower Rail : Well attached to wall. // Shower Curtain : Brand new, attached to the shower rail.		
Shower Head/Shower Handle/Shower Rack	Y	Y	Y	Showerhead / shower handle / shower rack : Undamaged.		
Shower Floor/Drainage	Y	Y	Y	Shower floor/Drainage : Clean no stain, no hair, no dust, no mold.		
Shower Walls	Y	Y	Y	Shower wall : Clean, no sign of mold.		
Toilet Roll Holder	Y	Y	Y	Toilet roll holder : Well attached to wall.		
Toilet/Flush/Cistern/Seat	Y	Y	Y	Toilet : Clean and flush functioning.		
Bathroom Shelve	Y	Y	Y	Bathroom shelve : Brand new, no damage.		
Towel Rails	Y	Y	Y	Towel Rails : Well attached, no damage.		
Wash Basin/Tap/Cupboard	Y	Y	Y	Wash basin / tap : Clean, no damage, no water marks.		
Vanity Cupboard	Y	Y	Y	Vanity Cupboard : Clean, no water marks, no damage.		
Other						
Kitchen	Cln	Udg	Wkg	Agent comments <i>Cln = Clean, Udg = Undamaged, Wkg = Working</i>	Tenant agrees	Tenant comments
Overall						
Splash Back	Y	Y	Y	Splash back : Clean.		
Kitchen Counter Top	Y	Y	Y	Kitchen Counter Top : Clean, no damage.		
Kitchen Sink/Taps	Y	Y	Y	Kitchen Sink/Taps : Clean, well attached, no water marks.		
Power Points	Y	Y	Y	Power Points : Functioning, clean.		
Rangehood	Y	Y	Y	Rangehood : Clean, lights are on, functioning well.		
Cooktop	Y	Y	Y	Cooktop : Functioning well, no chips, no damage, no scratches, no crack.		
Microwave	Y	Y	Y	Microwave : Working with tray.		
Cupboards/Drawers	Y	Y	Y	Cupboards/Drawers : Clean, well attached, no damage.		

Tenant's Initial(s):

1.

2.

3.

Date

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Room number:

Address of the property:

Entry Condition Report

Fridge/Cupboard Above	Y	Y	Y	Fridge/Cupboard Above : Brand new, no scratch, with egg tray and ice tray.		
Kitchen Lights	Y	Y	Y	Kitchen Lights : Working.		
Other						
<b>Bedroom</b>	Cln	Udg	Wkg	<b>Agent comments</b> <i>Cln = Clean, Udg = Undamaged, Wkg = Working</i>	Tenant agrees	<b>Tenant comments</b>
Overall						
Bedframe/Mattress	Y	Y	Y	Bedframe/Mattress : New mattress, no stains.		
Mattress Protector Sheet	Y	Y	Y	Mattress Protector Sheet : Provided and new.		
Walls	Y	Y	Y	Walls : Freshly painted.		
Window/Window Handle	Y	Y	Y	Window/Window Handle : Clean and functioning.		
Window Blind	Y	Y	Y	Window blind : Functioning, no marks, no damage.		
Lights Switch	Y	Y	Y	Lights Switch : Clean, functioning.		
Flooring/Skirting Boards	Y	Y	Y	Flooring/Skirting Boards : Freshly painted, no dust.		
Ceiling/Lighting	Y	Y	Y	Ceiling/Lighting : Clean, no mark, no damage.		
Other						
<b>Desk</b>	Cln	Udg	Wkg	<b>Agent comments</b> <i>Cln = Clean, Udg = Undamaged, Wkg = Working</i>	Tenant agrees	<b>Tenant comments</b>
Overall						
Desk/Desk Cubicle	Y	Y	Y	Desk/Desk Cubicle : Brand new, no damage.		
Bookshelf	Y	Y	Y	Bookshelf : New, well attached.		
Chair	Y	Y	Y	Chair : New, no damage.		
Pinboard	Y	Y	Y	Pinboard : New, well attached.		
Power Point	Y	Y	Y	Power Point : Functioning.		
Desk Lamp	Y	Y	Y	Desk Lamp : New and working.		
Walls/Under Desk	Y	Y	Y	Walls/Under Desk : Freshly painted, no mark.		
Waste Bins	Y	Y	Y	Waste Bins : New and clean.		
Flooring/Skirting Boards	Y	Y	Y	Flooring/Skirting Boards : Freshly painted, no dust.		
Built-in Wardrobe/Mirror/Drawer/Cabinet	Y	Y	Y	Built-in Wardrobe/Mirror/Drawer/Cabinet : New, clothes rack attached.		
Other						
<b>General</b>	Cln	Udg	Wkg	<b>Agent comments</b> <i>Cln = Clean, Udg = Undamaged, Wkg = Working</i>	Tenant agrees	<b>Tenant comments</b>
Air Conditioning/Controller	Y	Y	Y	Air Conditioning/Controller : New and functioning well.		
Fire Sprinklers/Smoke Alarm	Y	Y	Y	Fire Sprinklers/Smoke Alarm : Not covered, functioning.		
Electrical Switchboard	Y	Y	Y	Electrical Switchboard : Undamaged, working.		
Other						

Tenant's Initial(s):

1.

2.

3.

Date

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Room photos will be attached:

**MINIMUM STANDARD**

The landlord must indicate whether the following apply to the premises:

1. Are the premises structurally sound? ☐ Yes ☐ No  
 Note. Premises are structurally sound if the
  - floors, ceilings, walls, supporting structures (including foundations), doors, windows, roof, stairs, balconies, balustrades and railings are
  - (i) in a reasonable state of repair, and
  - (ii) are not liable to collapse because they are rotted or otherwise defective, and
  - floors, ceiling, walls and supporting structures are not subject to significant dampness, and
  - roof, ceilings and windows do not allow water penetration into the premises.
2. Does the premises have adequate:
  - a) Natural or artificial lighting in each room (excluding storage rooms or garages)? ☐ Yes ☐ No
  - b) Ventilation? ☐ Yes ☐ No
  - c) Electricity outlet sockets or gas outlet sockets for the supply of lighting and heating premises, and for the use of appliances in the premises? ☐ Yes ☐ No
  - d) Plumbing and drainage? ☐ Yes ☐ No

**Utilities**

3. Are the premises:
  - a) Supplied with electricity? ☐ Yes ☐ No
  - b) Supplied with gas? ☐ Yes ☐ No
  - c) Connected to a water supply service or infrastructure that supplies water (including, but not limited to, a water bore or water tank) that is able to supply to the premises hot and cold water for drinking and ablution and cleaning activities? ☐ Yes ☐ No
4. Does the premises contain bathroom facilities, including toilet and washing facilities that allow privacy for the user? ☐ Yes ☐ No
5. Does the tenant agree with all of the above? ☐ Yes ☐ No  
 If no, specify which items:

**HEALTH ISSUES**

The landlord must indicate whether the following apply to the premises:

- a) Are there any signs of mould and dampness? ☐ Yes ☐ No
- b) Are there any pests and vermin? ☐ Yes ☐ No
- c) Has any rubbish been left on the premises? ☐ Yes ☐ No
- d) Are the premises listed on the Loose-Fill Asbestos Insulation Register? ☐ Yes ☐ No

**SMOKE ALARMS**

The landlord must indicate the following:

Tenant's Initial(s): 1.  2.  3.  Date  /  /

1. Have smoke alarms been installed in the residential premises in accordance with the Environmental Planning and Assessment Act 1979(including any regulations made under the Act)? ☐ Yes ☐ No

2. Have all the smoke alarms installed on the residential premises been checked and found to be in working order? ☐ Yes ☐ No

**Date last checked:**  /  /

3. Have the removable batteries in all the smoke alarms been replaced within the last 12 months, except for removable lithium batteries? ☐ Yes ☐ No  
☐ N/A

**Date batteries were last changed:**  /  /

4. Have the batteries in all the smoke alarms that have a removable lithium battery been replaced in the period specified by the manufacturer of the smoke alarm? ☐ Yes ☐ No  
☐ N/A

**Date batteries were last changed:**  /  /

*Note. Section 64A of the Residential Tenancies Act 2010 provides that repairs to a smoke alarm includes maintenance of a smoke alarm in working order by installing or replacing a battery in the smoke alarm.*

## OTHER SAFETY ISSUES

The landlord must indicate whether the following apply to the residential premises:

1. Are there any visible signs of damaged appliances(if appliances are included as part of the tenancy)? ☐ Yes ☐ No

2. Are there any visible hazards relating to electricity(e.g. a loose or damaged electricity outlets socket, loose wiring or sparking power points)? ☐ Yes ☐ No

3. Are there any visible hazards relating to gas(e.g. a loose or damaged gas outlet socket or an open-ended gas pipe or valve)? ☐ Yes ☐ No

4. Does the tenant agree with all of the above? ☐ Yes ☐ No  
If no, specify which item:

## COMMUNICATION FACILITIES

The landlord must indicate whether the following facilities are available:

a) a telephone line is connected to the residential premises ☐ Yes ☐ No

b) an internet line is connected to the residential premises ☐ Yes ☐ No

## WATER USAGE CHARGING AND EFFICIENCY DEVICES

*[only applicable if tenant pays water usage charges for the residential premises]*

1. Are the residential premises separately metered? ☐ Yes ☐ No

2. The landlord must indicate the following:

a) all showerheads have a maximum flow rate of 9 litres per minute ☐ Yes ☐ No

**Tenant's Initial(s):** 1.

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Date  /  /

- b) on and from 23 March 2025, all toilets are dual flush toilets with a minimum 3 star rating in accordance with the WELS scheme,

☐ Yes
☐ No
☐ N/A
- c) all internal cold water taps and single mixer taps in kitchen or bathroom hand basins have a maximum flow rate of 9 litres per minute

☐ Yes
☐ No
- d) the premises have been checked and any leaking taps or toilets on the residential premises have been fixed

☐ Yes
☐ No

Date the premises were last checked to see if it is compliant with the water efficiency measures:

/

/

Water meter reading at START of tenancy:

lph

Date of reading:

/

/

Water meter reading at END of tenancy:

lph

Date of reading:

/

/

ADDITIONAL COMMENTS / INFORMATION

Additional comments on minimum standards, health issues, smoke alarms, other safety issues, communication facilities, water usage charging and efficiency devices [may be added by landlord or tenant, or both]

Tenant Comments:

Approximate dates when work last done on residential premises

Installation of water efficiency measures:

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Painting of premises (external):

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Painting of premises (internal):

/

/

Flooring laid/replaced/cleaned:

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Landlord's promise to undertake work: [Delete if not required] Note. Further items and comments may be added on additional pages signed by the landlord/agent and the tenant and attached to this report.

The landlord agrees to undertake the following cleaning, repairs, additions or other work during the tenancy:

The landlord agrees to complete that work by:

/

/

Landlord/agent's signature:

Date:

/

/



Agent Signature at the START of the Tenancy

Print Name:

Signature:

Date:

Tenant's Acknowledgement & Signature

I/we have received and read the Condition Report for the above property and understand that it must be returned within 7 days.

Tenant 1

Print Name:

Signature:

Date:

/ /

Tenant 2

Print Name:

Signature:

Date:

/ /

Tenant 3

Print Name:

Signature:

Date:

/ /

DISCLAIMER:

*This tenancy inspection report is a visual one carried out by us to assess the manner in which the tenant is maintaining your property. As your property manager, our role is to manage the tenancy; we are not qualified to assess the structural aspects of areas including but not limited to staircases, decking and balconies orto ensure that plumbing, electrical or gas fixtures or fittings, glass windows, doors and balustrades, smoke alarms, asbestos, swimming pool safety barriers (and associated fittings) comply and operate in accordance with applicable building/council codes and/or laws and regulations. The inspection does not include the moving of furniture, lifting of floor coverings, inspecting the interiors of roof spaces, under flooring, inside of cupboards, tenants goods or other belongings. It is recommended that all landlords have regular inspections carried out by suitably qualified, licensed and insured contractors and experts in the appropriate areas when necessary. It is also recommended that all landlords hold adequate insurance, including landlords insurance. To comply with legislation we also recommend landlords outsource the management of smoke alarms to reduce the risk and liability in case of a house fire.*

Tenant's Initial(s):

1.

2.

3.

Date

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