

INGOING PROPERTY CONDITION REPORT RESIDENTIAL

Address of Property:

Tenant's Name:

Home: _____

Work: _____

Mobile: _____

Report Compiled:

Commencement Date:

Water Meter Reading: N/A

ABOUT THIS REPORT

1. This condition report is an important record of the condition of the property at the time when the tenancy begins.
2. At the end of the tenancy the property will be inspected and its condition at that time will be compared to that stated in this report at the time when the tenancy begins.
3. It is important to complete the condition report with care and accuracy, as this detail may be vital if a dispute should arise about damage or cleanliness in relation to the property and the return of Bond money.
4. If the tenant disagrees with the Landlord's comments or descriptions in this report, the tenant should confirm this in writing, preferably in the space provided on the report by placing 'N' (No) in the column headed 'Tenant Agrees'.
5. The Residential Tenancies Tribunal and/or the Tenancies Commissioner have the power to hear disputes about the validity of a condition report.

NOTE: Where the 'OVERVIEW STATEMENT' is present at the start of the report, items covered in this section are the same description and condition throughout the property unless otherwise reported in particular rooms or areas.

TENANT'S INSTRUCTIONS ON HOW TO COMPLETE THIS REPORT

1. Three copies of Property Condition Report are completed and signed by the Landlord's Agent.
2. The Landlord's agent has recorded the condition of the property by describing its condition. They will also categorise it as 'Clean' 'Undamaged' and/or 'Working' by placing 'Y' (Yes) or 'N' (No) in the appropriate column adjacent to the relevant item.
3. Two copies of this report are to be signed by the Landlord's agent and given to the tenant at or before the time of entering into a tenancy agreement in relation to this property. The agent keeps the third copy on behalf of the landlord.
4. The tenant indicates that they agree or disagree with the condition of each item/area, as stated by the agent, by placing a 'Y' (Yes) or 'N' (No) in the column headed 'Tenant Agrees'.
5. The tenant is to keep one copy and return the other copy of the completed report to the agent.
6. At the time of termination of the tenancy agreement or as soon as practicable after, both the agent and the tenant should complete the copy of the condition report that they have retained indicating the condition of the property at the end of the tenancy. This should be done in the presence of the other party unless the other party has been given reasonable opportunity to be present and has not attended the final inspection.
7. **Please write your phone number(s) in the boxes provided above, then read all pages and make any amendments in the right hand column. Sign where indicated on each page and return to the managing agent within 7 (Seven) days.**

LANDLORD'S UNDERTAKING TO COMPLETE WORK OR REPAIRS

The landlord agrees to undertake the following cleaning, repairs, installations etc, during the tenancy.

The landlord/s agree to complete by: _____

Signatures: Tenant _____ Landlord / Agent _____

Strike through this box if not required

ITEM	LESSOR/AGENT	C		W	K	T	C
		CLEAN	UNDAMAGED				
ENTRANCE							
Doors	Wear and tear marks with stains and scratches	Y	Y	Y			
Walls/picture hooks	Wear and tear marks, paint chips and scratches along the wall	Y	Y	Y			
Doorway frames	Wear and tear marks with stains and scratches	Y	Y	Y			
Lights/power points	No door bell	Y	Y	Y			
Ceiling/light fittings		Y	Y	Y			
Floors	Timber flooring	Y	Y	Y			
Skirting boards	Wear and tear marks	Y	Y	Y			
COMBINED LOUNGE/DINING							
Doorway Frames	Access to balcony doors with key attached	Y	Y	Y			
Walls/Picture hooks	Wear and tear marks, paint chips and scratches along the wall. Dents on the right side of the wall	Y	Y	Y			
Floors	Timber flooring	Y	Y	Y			
Ceiling/ light fittings		Y	Y	Y			
Blinds	Vertical blinds; one window with roller blind	Y	Y	Y			
Power points/lights		Y	Y	Y			
Skirting board	Wear and tear	Y	Y	Y			
Other	Gas fitting coupler	Y	Y	Y			
KITCHEN							
Walls/ picture hooks	Wear and tear and stains	Y	Y	Y			
Doors/doorway frames		Y	Y	Y			
Ceiling/light fittings		Y	Y	Y			
Blinds	Roller blinds with marks and oily stains near stove	Y	Y	Y			
Lights/power points		Y	Y	Y			
Skirting boards		Y	Y	Y			
Floors	Timber flooring	Y	Y	Y			
Cupboards		Y	Y	Y			
Bench tops		Y	Y	Y			
Sink/tap		Y	Y	Y			
Stove top	MIELE	Y	Y	Y			
Oven	MIELE	Y	Y	Y			

Landlord/Agent's Signature: _____

Date: _____

Tenant's Signature: _____

Date: _____

ITEM	LESSOR/AGENT	TENANTS COMMENTS				
		CLEAN	UNDAMAGED	WORKING	KEYS	TENANT AGREES
Range hood	MIELE	Y	Y	Y		
Dishwasher	MIELE	Y	Y	Y		
Other	Microwave- Panasonic ; Refrigerator- Samsung;	Y	Y	Y		
BEDROOM 1						
Walls/ picture hooks	Wear and tear marks with stains and scratches	Y	Y			
Built-in wardrobe	Wear and tear marks	Y	Y	Y		
Door: Frames	Wear and tear marks with stains and scratches. Access to enclosed balcony	Y	Y	Y		
Ceiling/ light fittings		Y	Y	Y		
Blinds	Vertical blinds	Y	Y	Y		
Lights/ power points		Y	Y	Y		
Windows/ screens		Y	Y	Y		
Skirting boards		Y	Y	Y		
Floors	Carpeted with marks	Y	Y	Y		
Other						
ENSUITE						
Walls	Tiles 2 adhesive hooks	Y	Y	Y		
Floor tiles	Tiles	Y	Y	Y		
Doors/ doorway	Wear and tear marks	Y	Y	Y		
Windows/ screens		Y	Y	Y		
Ceiling/ light fittings		Y	Y	Y		
Blinds		Y	Y	Y		
Lights/ power points		Y	Y	Y		
Bath/ taps	Bath tub crack a bit on the corner	Y	Y	Y		
Shower/ screen		Y	Y	Y		
Wash basin		Y	Y	Y		
Mirror/ Cabinet	Mirror with signs of mould	Y	Y	Y		
Towel rails		Y	Y	Y		
Toilet seat		Y	Y	Y		
Toilet roll holder		Y	Y	Y		
Exhaust fan		Y	Y	Y		
Other						

Landlord/Agent's Signature: _____

Date: _____

Tenant's Signature: _____

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ITEM	LESSOR/AGENT	CLEAN	UNDAMAGED	WORKING	KEYS	TENANT AGREES	TENANTS COMMENTS
BEDROOM 2							
Walls/ picture hooks	Wear and tear marks with stains and scratches	Y	Y	Y			
Built-in wardrobe	Wear and tear marks	Y	Y	Y			
Doors/doorway Frames	Wear and tear marks with stains and scratches and paint chips around the door frame. Access to enclosed balcony.	Y	Y	Y			
Windows/ screens		Y	Y	Y			
Blinds	Vertical blinds	Y	Y	Y			
Lights/ power points		Y	Y	Y			
Skirting boards	Lots of yellow stains underneath the wardrobe	Y	Y	Y			
Floor	Carpeted with marks and stains	Y	Y	Y			
Ceiling/ light fittings		Y	Y	Y			
Other							
BATHROOM							
Walls	TILES 2 adhesive hooks- above towel rail	Y	Y	Y			
Floor tiles	TILES rust around stain near toilet bow	Y	Y	Y			
Doors/ doorway	Wear and tear marks	Y	Y	Y			
Windows/ screens							
Ceiling/ light fittings		Y	Y	Y			
Blinds							
Lights/ power points		Y	Y	Y			
Bath/ taps		Y	Y	Y			
Shower/ screen		Y	Y	Y			
Wash basin		Y	Y	Y			
Mirror/ Cabinet		Y	Y	Y			
Towel rails		Y	Y	Y			
Toilet seat		Y	Y	Y			
Toilet roll holder		Y	Y	Y			
Exhaust fan		Y	Y	Y			
Other							

Landlord/Agent's Signature: _____

Date: _____

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ITEM	LESSOR/AGENT	CLEAN	UNDAMAGED	WORKING	KEYS	TENANT AGREES	TENANTS COMMENTS
LAUNDRY							
Wall/ tiles	Wear and tear marks	Y	Y	Y			
Floor tiles/ floor		Y	Y	Y			
Doors/ doorway	Wear and tear marks	Y	Y	Y			
Windows/ screens							
Ceiling/ light fittings		Y	Y	Y			
Exhaust fan/ Vent		Y	Y	Y			
Lights/ power points		Y	Y	Y			
Washing machine	LG	Y	Y	Y			
Washing tub		Y	Y	Y			
Dryer	Whirlpool	Y	Y	Y			
Other							
SECURITY/ SAFETY							
External door locks		Y	Y	Y			
Window locks		Y	Y	Y			
Keys/ security devices	2FOB, 1 mail box key and 2 door keys	Y	Y	Y			
Smoke alarm		Y	Y	Y			
Electrical safety switch		Y	Y	Y			
GENERAL							
Air conditioning		Y	Y	Y			
External television points		Y	Y	Y			
Balcony	Enclosed balcony glass- under progress replaced by strata. Tiles with marks	Y	Y	Y			
Letter box		Y	Y	Y			
Hot water system		Y	Y	Y			

Landlord/Agent's Signature: _____

Date: _____

Tenant's Signature: _____

Date: _____

ADDITIONAL COMMENTS / INFORMATION

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

Health issues

Are there any signs of mould and dampness? **Yes** No

Are there any pests and vermin? **Yes** No

Has any rubbish been left on the premises? **Yes** No

Approximate dates when work last done on residential premises

Installation of water efficiency measures: N/A

Painting of premises (external): Unknown

Painting of premises (internal): Unknown

Flooring laid/replaced/cleaned:

Landlord/Agent's Signature: _____

Date: _____

Tenant's Signature: _____

Date: _____