

Exit 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.

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.

Lessor/agent initials _____

Tenant/s initials _____

Date

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- (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 for more information about the rights and responsibilities of landlords and tenants or before completing the condition report.

Address of the premises

Full name/s of the tenant/s

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Name of the lessor/agent

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The tenant/s received a copy of this report on (date):

/	/
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Lessor/agent initials _____

Tenant/s initials _____

Date

/	/
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Exit Condition Report:

Minimum Standards

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

Are the premises structurally sound? ☐ Yes ☐ No

Note. Premises are structurally sound only if the
(a) 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
(b) floors, ceiling, walls and supporting structures are not subject to significant dampness, and
(c) roof, ceilings and windows do not allow water penetration into the premises.

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 to the premises, and for the use of appliances in the premises? ☐ Yes ☐ No

(d) plumbing and drainage? ☐ Yes ☐ No

Utilities: 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

Utilities: (continued)

Does the premises contain bathroom facilities, including toilet and washing facilities that allow privacy for the user? ☐ Yes ☐ No

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 residential 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:

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

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

Date last checked

/ /

Lessor/agent initials _____

Tenant/s initials _____

Date

/ /

Exit Condition Report:

Smoke Alarms (continued)

The landlord must indicate the following:

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: /

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 64 A 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:

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

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

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

Does the tenant agree with all of the above? ☐ Yes ☐ No

If no, specify which items:

Communications Facilities

The landlord must indicate whether the following communications 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

Are the residential premises separately metered? ☐ Yes ☐ No

The landlord must indicate the following:

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

(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 sinks 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: /

Lessor/agent initials _____

Tenant/s initials _____

Date /

Exit Condition Report:

Additional comments

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)

Landlord's promise to undertake work: [If applicable]

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

Print name

Note. Further items and comments may be added on additional pages signed by the landlord / agent and the tenant and attached to this report.

Approximate dates when work last done on residential premises

Installation, repair or maintenance of smoke alarms	/ /
Painting of premises (external)	/ /
Painting of premises (internal)	/ /
Floor laid / replaced / cleaned	/ /

Lessor/agent initials

Tenant/s initials

Date

/ /

Exit Condition Report:

Insert Y/✓= Yes
Insert N/X= No

Clean	Undamaged	Working	Tenant Agrees
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Tenant/s
Comments (if any)

Lessor/agent
Comment on tenant/s report

Entrance/hall							
front door/screen door /security door	Y	Y	Y				
walls/picture hooks	Y	N	Y				
doorway frames	Y	Y	Y				
ceiling/light fittings	Y	Y	Y				
lights/power points/door bell	Y	Y	Y				
skirting boards	Y	Y	Y				
floor coverings	Y	Y	Y				
other	Y	Y	Y				
Stairs	Y	Y	Y				
Storage	Y	Y	Y				
blinds/curtains	Y	Y	Y				
window	Y	Y	Y				
Lounge room							
walls/picture hooks	Y	Y	Y				
doors/doorway frames	Y	Y	Y				
windows/screens/window safety devices	Y	Y	Y				
ceiling/light fittings	Y	Y	Y				
blinds/curtains	Y	Y	Y				
lights/power points	Y	Y	Y				
skirting boards	Y	Y	Y				
floor coverings	Y	Y	Y				
Other	Y	Y	Y				SOFA & DINING SET TO BE REPLACED

Lessor/agent initials

Tenant/s initials

Date

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Exit Condition Report:

Insert Y/✓= Yes Insert N/X= No	Clean	Undamaged	Working	Tenant Agrees	Tenant/s Comments (if any)	Lessor/agent Comment on tenant/s report
Kitchen						
walls/picture hooks	Y	N	Y			Dent next to cupboard drawers Hook in fridge nook
doors/doorway frames	Y	Y	Y			
ceiling/light fittings	Y	Y	Y			
lights/power points	Y	Y	Y			
skirting boards	Y	Y	Y			
floor coverings	N	Y	Y			Black mark near dishwasher
cupboards/drawers	N	N	Y			Oven mit and bottle opener left behind in cupboard Cupboard under sink is misaligned
bench tops/tiling	Y	N	Y			Stained next to sink
sink/taps/disposal unit	Y	Y	Y			Sink drain covers don't plug
stove top/hot plates	Y	Y	Y			
oven/griller	N	Y	Y			White mark on oven
exhaust fan/range hood	N	Y	Y			Switched a little oily
dishwasher	Y	Y	Y			
other	Y	Y	Y			Marks on the outside of fridge
Bedroom 1						
walls/picture hooks	Y	N	Y			Dent on wall outside bathroom
built-in wardrobe/shelves	Y	Y	Y			
doors/doorway frames	Y	Y	Y			
windows/screens/ window safety devices	Y	Y	Y			
ceiling/light fittings	Y	Y	Y			
blinds/curtains	Y	Y	Y			

Lessor/agent initials

Tenant/s initials

Date

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Exit Condition Report:

Insert Y/✓= Yes
Insert N/X= No

Clean

Undamaged

Working

Tenant Agrees

Tenant/s

Comments (if any)

Lessor/agent

Comment on tenant/s report

lights/power points	Y	Y	N			light closest to windows not working
skirting boards	Y	Y	Y			
floor coverings	Y	Y	Y			
other	Y	Y	Y			Clothes rack left behind
Ensuite						
walls/tiles	Y	Y	Y			
floor tiles/floor coverings	Y	Y	Y			
doors/doorway frames	Y	N	Y			After damage at bottom of door, paint peel near handle
ceiling/light fittings	Y	Y	Y			
lights/power points	Y	Y	Y			
bath/taps	Y	Y	Y			
shower/screen/taps	Y	Y	Y			
wash basin/taps	Y	Y	Y			
mirror/cabinet/vanity	Y	Y	Y			
towel rails	Y	Y	Y			
toilet/cistern/seal	Y	Y	Y			
toilet roll holder	Y	Y	Y			
heating/exhaust fan/vent	Y	Y	Y			
other	Y	Y	Y			Toilet brush left behind
Bedroom 2						
walls/picture hooks	Y	Y	Y			
built-in wardrobe/shelves	Y	Y	Y			
doors/doorway frames	Y	Y	Y			
windows/screens/	Y	Y	Y			

Lessor/agent initials

Tenant/s initials

Date / /

Exit Condition Report:

Insert Y/✓= Yes Insert N/X= No	Clean	Undamaged	Working	Tenant Agrees	Tenant/s Comments (if any)	Lessor/agent Comment on tenant/s report
window safety devices						
ceiling/light fittings	Y	Y	Y			
blinds/curtains	Y	Y	Y			
lights/power points	Y	Y	Y			
skirting boards	Y	Y	Y			
floor coverings	Y	Y	Y			
other	Y	Y	Y			
Bathroom						
walls/tiles	Y	Y	Y			
floor tiles/floor coverings	Y	Y	Y			
doors/doorway frames	Y	Y	Y			
ceiling/light fittings	Y	Y	Y			
lights/power points	Y	Y	Y			
shower/screen/taps	Y	Y	Y			
wash basin/taps	Y	Y	Y			
mirror/cabinet/vanity	Y	Y	Y			
towel rails	Y	Y	Y			
toilet/cistern/seat	Y	Y	Y			
toilet roll holder	Y	Y	Y			
heating/exhaust fan/vent	Y	Y	Y			
other	Y	Y	Y			
Laundry						
walls/tiles	Y	Y	Y			
floor tiles/floor coverings	Y	Y	Y			

Lessor/agent initials

Tenant/s initials

Date

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Exit Condition Report:

Insert Y/✓= Yes Insert N/X= No	Clean	Undamaged	Working	Tenant Agrees	Tenant/s Comments (if any)	Lessor/agent Comment on tenant/s report
doors/doorway frames	Y	Y	Y			
ceiling/light fittings	Y	Y	Y			
lights/power points	Y	Y	Y			
washing machine/taps	Y	Y	Y			
exhaust fan/vent	Y	Y	Y			
washing tub	Y	Y	Y			
dryer	Y	Y	Y			
other	Y	Y	Y			Laundry baskets left behind
Security/Safety						
external door locks	Y	Y	Y			
window locks	Y	Y	Y			
keys/other security devices	Y	Y	Y			
smoke alarms	Y	Y	Y			
electrical safety switch	Y	Y	Y			
other	Y	Y	Y			
General						
heating/air conditioning	Y	Y	Y			
staircase/handrails	Y	Y	Y			
external television antenna/tv points	Y	Y	Y			
balcony/porch/deck	Y	Y	Y			
Media Room						
front door/screen	Y	Y	Y			

Lessor/agent initials

Tenant/s initials

Date

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/

Exit Condition Report:

Insert Y/✓= Yes Insert N/X= No					Tenant/s Comments (if any)	Lessor/agent Comment on tenant/s report
	Clean	Undamaged	Working	Tenant Agrees		
door /security door						
walls/picture hooks	Y	Y	Y			
doorway frames	Y	Y	Y			
ceiling/light fittings	Y	Y	Y			
lights/power points/ door bell	Y	Y	Y			
skirting boards	Y	Y	Y			
floor coverings	Y	Y	Y			
other	Y	Y	Y			
Stairs	Y	Y	Y			
Storage	Y	Y	Y			

Lessor/agent initials

Tenant/s initials

Date

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/

Additional comments/information

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Tenant 1

Signature	Date / /
Print name Qiuping LI	

Tenant 2

Signature	Date / /
Print name Shuyu PI	

Lessor/agent

Signature	Date / /
Print name Jessica Mahoney	

Tenant 3

Signature	Date / /
Print name Fangchen SHEN	