

INGOING CONDITION REPORT

58 Middlemiss Street, Mascot NSW 2020

Room _____

Occupant _____

Move-in date _____

Inspection date _____

Complete this report together at move-in. For each item, mark Y or N for clean, undamaged and working, and write a note for anything that is not in good order. Take dated photos on the day, especially of anything marked N or noted, and send them to the Occupant. Both people sign at the bottom.

Item	Clean	Undamaged	Working	Notes
Room				
Walls				
Ceiling				
Floor				
Door and doorframe				
Window and screen				
Blind or curtain				
Light fittings				
Power points and switches				
Air conditioner				
Bed and mattress				
Mattress protector				
Bedding provided (sheets, quilt, pillows)				
Bedside table				
Wardrobe or robe				
Desk				
Chair				
Bar fridge (if in room)				
Smoke alarm				
Shared areas				
Kitchen benches and				

Item	Clean	Undamaged	Working	Notes
cupboards				
Stove and oven				
Kitchen sink				
Shared fridge (allocated section)				
Bathroom and toilet				
Shower				
Laundry				
Living room				
Balcony				

Keys, access and photos

Keys or fobs handed over (number and type)

Access code given (if any) _____

Photos taken at move-in and sent to Occupant: Y / N

Any existing damage or issues to note

Agreement

Both parties agree this report reflects the condition of the room and shared areas at the start of the occupancy. The room is to be left in the same condition at the end, fair wear and tear aside.

Principal: Hyeonjun Park

Signature: _____ Date: _____

Occupant:

Signature: _____ Date: _____