

HOW TO COMPLETE

1. Three copies of this condition report are filled out and signed by the landlord or the landlord's agent.
2. 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 "Health issues" and "Communications facilities".
3. If the tenant has agreed to pay for water usage charges under the residential tenancy agreement, the landlord or landlord's agent must also indicate whether the residential premises have the required water efficiency measures.
4. Two copies of the report which have been filled out 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.
5. 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 "Health issues", "Communications facilities" and "Water efficiency devices".

6. The tenant must return one copy of the completed condition report to the landlord or landlord's agent **within 7 days** after receiving it and is to keep the second copy.
7. At, or as soon as practicable after, the termination of the tenancy agreement, both the landlord and tenant should complete the copy of the condition report that they 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.

IMPORTANT NOTES ABOUT THIS REPORT

1. It is a requirement that a condition report be completed by the landlord 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.
2. 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.
3. A condition report should be filled out whether or not a rental bond is paid.
4. If you do not have enough space on the report attach a separate sheet.
5. Information about the rights and responsibilities of landlords and tenants may be obtained by **ringing NSW Fair Trading on 13 32 20 or contacting www.fairtrading.nsw.gov.au** before completing the condition report.

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

Are separate sheets attached to this report

☐

Yes

EXAMPLE - CONDITION OF PREMISES AT START OF TENANCY

	LANDLORD AGREES			TENANT AGREES			COMMENTS
	CLEAN	WORKING	UNDAMAGED	CLEAN	WORKING	UNDAMAGED	
ENTRANCE / HALL							
front door/screen door/security door	Y	Y	Y	Y	Y	Y	
walls/picture hooks	Y	Y	Y	Y	Y	Y	2 picture hooks
lights/power points/door bell	Y	Y	Y	Y	Y	Y	
floor coverings	N	Y	Y	Y	Y	Y	carpet stain near window
ceiling/light fittings	Y	Y	Y	Y	Y	N	stain on ceiling
skirting boards	Y	Y	Y	Y	Y	Y	

LANDLORD'S PROMISE TO UNDERTAKE WORK *[delete if not required]*

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:

ADDRESS OF PREMISES:

TENANT:

COMMENCEMENT DATE:

CONDITION OF PREMISES AT START OF TENANCY

CONDITION OF PREMISES AT END OF TENANCY

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COMMENTS

CLEAN
WORKING
UNDAMAGED
TENANT AGREES

	LANDLORD AGREES			TENANT AGREES			COMMENTS
	CLEAN	WORKING	UNDAMAGED	CLEAN	WORKING	UNDAMAGED	
ENTRANCE / HALL							
front door/screen door/security door							
walls/picture hooks							
doorway frames							
windows/screens/window safety devices							
ceiling/light fittings							
blinds/curtains							
lights/power points/door bell							
skirting boards							
floor coverings							
other							
LOUNGE ROOM							
walls/picture hooks							
doors/doorway frames							
windows/screens/window safety devices							
ceiling/light fittings							
blinds/curtains							
lights/power points							
skirting boards							
floor coverings							
other							

INGOING Landlord/Agent's Signature

Tenant's Signature

Date:

CONDITION REPORT

CONDITION OF PREMISES AT START OF TENANCY		CONDITION OF PREMISES AT END OF TENANCY			
NOTE: SEE FRONT OF THIS FORM FOR INSTRUCTIONS FOR COMPLETION		CLEAN	WORKING	TENANT AGREES	COMMENTS
KITCHEN	walls/picture hooks doors/doorway frames windows/screens/window safety devices ceiling/light fittings blinds/curtains lights/power points skirting boards floor coverings cupboards/drawers bench tops/tilling sink/taps/disposal unit stove top/hot plates oven/griller exhaust fan/range hood dishwasher other				
DINING ROOM	walls/picture hooks doors/doorway frames windows/screens/window safety devices ceiling/light fittings blinds/curtains lights/power points skirting boards floor coverings other				
LAUNDRY	walls/tiles floor tiles/floor coverings doors/doorway frames windows/screens/window safety devices ceiling/light fittings blinds/curtains lights/power points washing machine/taps exhaust fan/vent washing tub dryer other				

ADDRESS OF PREMISES: _____
 TENANT: _____
 COMMENCEMENT DATE: ____ / ____ / ____

Tenant's Signature _____
 Date: ____ / ____ / ____

CONDITION REPORT

RESIDENTIAL TENANCY AGREEMENT

ADDRESS OF PREMISES:

TENANT:

COMMENCEMENT DATE:

CONDITION OF PREMISES AT START OF TENANCY												CONDITION OF PREMISES AT END OF TENANCY				
NOTE: SEE FRONT OF THIS FORM FOR INSTRUCTIONS FOR COMPLETION												COMMENTS				
BEDROOM 1	walls/picture hooks built-in wardrobe/shelves doors/doorway frames windows/screens/window safety devices ceiling/light fittings blinds/curtains lights/power points skirting boards floor coverings other	CLEAN	UNDAMAGED	WORKING	TENANT AGREES		CLEAN	UNDAMAGED	WORKING	TENANT AGREES	COMMENTS					
ENSUITE	walls/tiles floor tiles/floor coverings doors/doorway frames windows/screens/window safety devices ceiling/light fittings blinds/curtains lights/power points bath/taps shower/screen/taps wash basin/taps mirror/cabinet/vanity towel rails toilet/cistern/seat toilet roll holder heating/exhaust fan/vent other	CLEAN	UNDAMAGED	WORKING	TENANT AGREES		CLEAN	UNDAMAGED	WORKING	TENANT AGREES						
BEDROOM 2	walls/picture hooks built-in wardrobe/shelves doors/doorway frames windows/screens/window safety devices ceiling/light fittings blinds/curtains lights/power points skirting boards floor coverings other	CLEAN	UNDAMAGED	WORKING	TENANT AGREES		CLEAN	UNDAMAGED	WORKING	TENANT AGREES						

CONDITION REPORT

RESIDENTIAL TENANCY AGREEMENT

ADDRESS OF PREMISES:

TENANT:

COMMENCEMENT DATE:

CONDITION OF PREMISES AT START OF TENANCY

CONDITION OF PREMISES AT END OF TENANCY

NOTE: SEE FRONT OF THIS FORM FOR INSTRUCTIONS FOR COMPLETION

CLEAN

UNDAMAGED

WORKING

TENANT AGREES

COMMENTS

CLEAN

UNDAMAGED

WORKING

TENANT AGREES

COMMENTS

BEDROOM 3	walls/picture hooks built-in wardrobe/shelves doors/doorway frames windows/screens/window safety devices ceiling/light fittings blinds/curtains lights/power points skirting boards floor coverings other								
BATHROOM	walls/tiles floor tiles/floor coverings doors/doorway frames windows/screens/window safety devices ceiling/light fittings blinds/curtains lights/power points bath/taps shower/screen/taps wash basin/taps mirror/cabinet/vanity towel rails toilet/cistern/seat toilet roll holder heating/exhaust fan/vent other								
SECURITY / SAFETY	external door locks window locks keys/other security devices smoke alarms electrical safety switch other								

INGOING Landlord/Agent's Signature

Date:

Tenant's Signature

Date:

CONDITION REPORT
RESIDENTIAL TENANCY AGREEMENT

ADDRESS OF PREMISES:

TENANT:

COMMENCEMENT DATE:

/ /

CONDITION OF PREMISES AT START OF TENANCY

CONDITION OF PREMISES AT END OF TENANCY

NOTE: SEE FRONT OF THIS FORM FOR INSTRUCTIONS FOR COMPLETION

CLEAN

UNDMAGED

WORKING

TENANT AGREES

COMMENTS

COMMENTS

GENERAL	heating/air conditioning				
	staircase/handrills				
	external television antenna/tv points				
	balcony/porch/deck				
	swimming pool				
	gates/fences				
	grounds/garden				
	lawns/edges				
	letter box/street number				
	water tanks/septic tanks				
	garbage bins				
	paving/driveways				
	clothesline				
	garage/carport/storeroom				
	garden shed				
	hot water system				
	gutters/downpipe				
	other				

HEALTH ISSUES

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

(a) Are there any signs of mould and dampness?

(b) Are there any pests and vermin?

(c) Has any rubbish been left on the premises?

COMMUNICATION FACILITIES

The landlord must indicate whether the following communications facilities are available:

(a) a telephone line is connected to the residential premises

(b) an internet line is connected to the residential premises

WATER EFFICIENCY DEVICES

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

The landlord must indicate whether the following water efficiency measures are in place in the residential premises:

(a) all showerheads have a maximum flow rate of 9 litres per minute

(b) 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

(c) no leaking taps on residential premises

ADDITIONAL COMMENTS ON HEALTH ISSUES, COMMUNICATION FACILITIES, WATER EFFICIENCY DEVICES [may be added by landlord or tenant, or both]

APPROXIMATE DATES WHEN WORK LAST DONE ON RESIDENTIAL PREMISES

Installation of water efficiency measures:

Painting of premises (external):

Painting of premises (internal):

Flooring laid/replaced/cleaned:

INGOING

WATER METER READING:

FURNITURE: (see attached list)

Landlord / Agent's Signature

Date / /

Tenant's Signature

Date / /

OUTGOING

WATER METER READING:

Landlord / Agent's Signature

Date / /

Tenant's Signature

Date / /