

CONDITION REPORT RESIDENTIAL TENANCY AGREEMENT

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

	CONDITION OF PREMISES AT START OF TENANCY			COMMENTS		
	CLEAN	WORKING	TENANT AGREES	CLEAN	WORKING	TENANT AGREES
ENTRANCE / HALL	Y	Y	Y	Y	Y	Y
front door/screen door/security door	Y	Y	Y	Y	Y	Y
walls/picture hooks	Y	Y	Y	Y	Y	Y
lights/power points/door bell	Y	Y	Y	Y	Y	Y
floor coverings	N	Y	Y	N	Y	Y
ceiling/light fittings	Y	Y	Y	Y	N	Y
skirting boards	Y	Y	Y	Y	Y	Y

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

COMMENTS

	CONDITION OF PREMISES AT START OF TENANCY			CONDITION OF PREMISES AT END OF TENANCY		
	CLEAN	WORKING	TENANT AGREES	CLEAN	WORKING	TENANT AGREES
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

Date:

/ /

Tenant's Signature

Date:

/ /

CONDITION REPORT RESIDENTIAL TENANCY AGREEMENT

ADDRESS OF PREMISES:

TENANT:

COMMENTS

COMPLETION

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				
KITCHEN	CLEAN	UNDAMAGED	WORKING	TENANT AGREES		CLEAN	UNDAMAGED	WORKING	TENANT AGREES
	walls/picture hooks								
	doors/doorway frames								
	windows/screens/window safety devices								
	ceiling/light fittings								
DINING ROOM	CLEAN	UNDAMAGED	WORKING	TENANT AGREES		CLEAN	UNDAMAGED	WORKING	TENANT AGREES
	blinds/curtains								
	lights/power points								
	washing machine/taps								
	exhaust fan/vent								
LAUNDRY	CLEAN	UNDAMAGED	WORKING	TENANT AGREES		CLEAN	UNDAMAGED	WORKING	TENANT AGREES
	washing tub								
	dryer								
	other								

INGOING Landlord/Agent's Signature

Tenant's Signature

Date:

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													
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													

INGOING Landlord/Agent's Signature

Date:

Tenant's Signature

Date:

**ADDRESS OF
PREMISES:**

ADDRESS OF PREMISES:

TENANT:

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COMMENCEMENT DATE:

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CONDITION OF PREMISES AT START OF TENANCY

**NOTE: SEE FRONT OF THIS FORM
FOR INSTRUCTIONS FOR
COMPLETION**

NOTE: SEE FRONT OF THIS FORM FOR INSTRUCTIONS FOR COMPLETION					COMMENTS			
	CLEAN	UNDAMAGED	WORKING	TENANT AGREES	COMMENTS			
					CLEAN	UNDAMAGED	WORKING	TENANT AGREES
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

COMMENTS

CLEAN

UNDAMAGED

WORKING

TENANT AGREES

COMMENTS

GENERAL

heating/air conditioning
staircase/handrails
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

CLEAN

UNDAMAGED

WORKING

TENANT AGREES

COMMENTS

HEALTH ISSUES

The landlord must indicate whether the following apply to the residential premises:
(a) Are there are any signs of mould and dampness?
(b) Are there any pests and vermin?
(c) Has any rubbish been left on the premises?

Yes

No

Yes

No

Yes

No

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

Yes

No

Yes

No

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

Yes

No

Yes

No

Yes

No

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 / /