

Condition report – Rooming accommodation (Form R1)

Residential Tenancies and Rooming Accommodation Act 2008
(Section 81)



Address of the rental premises

Room no.			
			Postcode

Name/s and signature/s of resident/s

Full name/s	Signature	Date
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
Full name/s	Signature	Date
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>

	How many	Clean	Working	Undamaged	Agent or manager/provider Comments	Resident Comments
Bed & mattress						
Mattress protector						
Sheets & blankets						
Bedspread						
Pillows						
Pillow cases						
Curtains/blinds						
Carpets/floors						
Doors						
Walls						
Windows						
Wardrobe/s						
Drawers						
Chairs						
Fridge						
Crockery						
Cutlery						
Desk						
Lamp						

Signature of agent or manager/provider

Print name	Signature	Date
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>

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If a rental bond has been paid, the agent or manager/provider must fill in this condition report for the room.

Agent or manager/provider

1. Inspect the room.
2. Mark each item on the list *clean, working, undamaged* and indicate how many items (where applicable).
3. Items not listed should be noted in the *Agent or manager/provider comments* column.
4. Give a signed copy of the report to the resident/s on or before the day they move in.
5. Once the resident/s return the report, you must make a copy of the report and give it to the resident/s within 14 days of receiving it.
6. You must keep a copy of this report for 1 year after the accommodation agreement ends.

Resident/s

1. Inspect the room.
2. Record your comments on any item where you disagree with the agent or manager/provider.
3. Talk to the agent or manager/provider if you disagree about the condition of the premises.
4. Sign the report and return it to the agent or manager/provider within 3 days of receiving it.
5. The agent or manager/provider must send you a copy of the final report.

If the condition report is not given to the resident within 3 days of occupation the resident/s must obtain and complete their own copy and return to the agent or manager/provider.

Condition reports must be completed in accordance with the Act. Penalties apply.

Do not send to the RTA—give this form to the resident/s, keep a copy for your records.

