

Entry condition report – moveable dwelling/site (Form 1b)

Residential Tenancies and Rooming Accommodation Act 2008
(Section 65)



Name of the park

Site no.

Address of the rental premises

<input type="text"/>	
<input type="text"/>	Postcode

Full name/s of the tenant/s

1. <input type="text"/>
2. <input type="text"/>
3. <input type="text"/>

Name/trading name of the owner/manager

Are the premises individually metered Yes No

Electricity reading

Water reading

<input type="text"/>							
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Gas reading

The Entry (and Exit) reports provide evidence of the condition of the premises at the beginning and ending of the tenancy. Take time to fill these forms in carefully. These documents may be referred to as evidence if there is a dispute over the bond refund at the end of the tenancy.

Owner/manager

1. Inspect the dwelling.
2. Mark each item on the list *clean, working, undamaged* (where applicable).
3. Items not listed should be noted in the *additional comments/information* section.
4. Give a signed copy of the report to the tenant. Keep a copy for your own records.
5. Ask the tenant to add their comments to the report, initial each page and return it to you within 3 days.
6. If the tenant disagrees about the condition of the dwelling, encourage them to discuss it with you. Comments can be recorded in the *additional comments/information* section (Page 4) or by attaching a separate page.
Supporting documentation has been attached Yes No
7. Give a copy of the final report back to the tenant within 14 days of receiving it.
8. You must keep a copy of the report for at least one year after the tenancy agreement ends.

Tenant

1. Inspect the dwelling.
2. Comment on any item where you disagree with the owner/manager, or if you believe the report does not reflect the true condition of the dwelling.
3. Talk to the owner/manager if you disagree about the condition of the dwelling.
4. Initial each page of the report and send it to the owner/manager within 3 days.
5. The owner/manager must send you a copy of the final report. You may also want to make a copy for your own records.

If the condition report is not given to the tenant/s within 3 days of occupation, the tenant/s should obtain, complete and sign their own form and submit to the lessor/agent.

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

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

Owner/manager initials

Tenant/s initials

1. <input type="text"/>	2. <input type="text"/>	3. <input type="text"/>
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Insert **Y/✓** = Yes
 Insert **N/X** = No

Clean	Working	Undamaged
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Owner/manager
 Comments (if any)

Tenant/s
 Comment on owner/manager report

Interior	Clean	Working	Undamaged	Owner/manager Comments (if any)	Tenant/s Comment on owner/manager report
Stove top/griller					
Oven/exhaust fan					
Hot water system					
Interior walls/ceiling					
Folding screens					
Exterior windows — catches/seals/ screens/glass					
Interior of roof hatch					
Curtains and blinds					
Interior light fittings					
Power points					
Floor coverings/ mats					
Sink/plugs/taps					
Refrigerator/seal/ door lining					
Bench tops/ splash-back tiling					
Towel rails (kitchen)					
Table					
Cupboards/doors/ drawers					
Wardrobe/doors/ drawers					
Double beds (DB)— mattress					
DB mattress protector					
DB base					
Single beds (SB)— mattress					
SB mattress protector					
SB base					
Seats/chairs					
Air conditioner/ fans					

Owner/manager initials

Tenant/s initials

1.	2.	3.
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 Insert **N/X** = No

Clean	Working	Undamaged
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Owner/manager
 Comments (if any)

Tenant/s
 Comment on owner/manager report

Ensuite/Internal bathroom			
Doors/walls/tiling			
Windows/screens			
Window opening mechanisms			
Window locking mechanisms			
Blinds/curtains			
Ceiling/light fittings			
Floor/coverings/mats			
Power points			
Shower/screen/rose			
Wash basin/soap holder			
Mirror/cabinet			
Towel rails/hooks			
Toilet/toilet roll holder			
Taps			
Laundry tubs			
Exhaust fan			
Annexe			
Interior walls/ceiling			
Doors/keys			
Zips/doors/fly screens			
Floor coverings			
Windows/awnings			
Poles/ropes/pegs			
Curtains/fittings			
Other			
Smoke alarms			
Security devices			

Owner/manager initials

Tenant/s initials 1. 2. 3.

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Clean	Working	Undamaged
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Owner/manager
Comments (if any)

Tenant/s
Comment on owner/manager report

Site only			
Driveway/path			
Concrete slab			
Water connection			
Electricity connection			
Power lead and 15 amp cord			
Waste bin			
Site/grounds			
Sewer			
Phone/TV/cable connection			
Plants			
Exterior of moveable dwelling			
Gas bottle			
Step			
External door – catches/locks/keys/glass			
Screen door – catches/locks/keys/mesh			
Sullage connection/hose			
Annexe light			
TV antenna			
Rubbish bin			
External cladding			
Wheels/tyres			

Additional comments/information

Owner/manager

Signature	Date
Print name	

Tenant 1

Signature	Date
Print name	

Tenant 2

Signature	Date
Print name	

Tenant 3

Signature	Date
Print name	