

# Entry condition report – general tenancies (Form 1a)

Residential Tenancies and Rooming Accommodation Act 2008  
(Section 65)



## Address of the rental premises

	Postcode	

## Full name/s of the tenant/s

1.	
2.	
3.	

## Name/trading name of the lessor/agent

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## Important

- When renewing a tenancy agreement with the same tenant, there is no requirement to complete a new Entry condition report.
- The original Entry condition report will remain valid unless the parties to the tenancy agree to prepare a new Entry condition report when the agreement is renewed.
- The rental property must meet minimum housing standards when the tenant moves in and throughout the tenancy agreement. Learn more about minimum housing standards on the RTA website.

## Water charging

Tenants can only be charged for all water consumption if the rental premises are individually metered (or water is delivered by vehicle), the agreement states the tenant must pay for water *and* the premises are water efficient.

**Are the premises individually metered?**  Yes  No

**Water meter reading at start of tenancy:**

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**Are the premises water efficient?**  Yes  No

Certain fixtures must have the equivalent of a 3 star WELS rating or higher (evidence available if/as required).

**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.**

Lessor/agent initials 

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Tenant/s initials 

1.		2.		3.	
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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.

## Lessor/agent

1. Inspect the premises.
2. Mark each item on the list *clean, working, undamaged* (where applicable).
3. Make a note of any extra items 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 7 days.
6. If the tenant disagrees about the condition of the premises, encourage them to discuss it with you. Comments can be recorded in the *additional comments/information* section (Page 8) 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 last tenancy agreement to which this condition report relates to ends.

## Tenant

1. Inspect the premises.
2. Comment on any item where you disagree with the lessor/agent, or if you believe the report does not reflect the true condition of the premises.
3. Talk to the lessor/agent if you disagree about the condition of the premises.
4. Initial each page of the report and send it to the lessor/agent within 7 days.
5. The lessor/agent must send you a copy of the final report. You may also want to make a copy for your own records.

To prevent disputes, the RTA strongly advises both parties ensure the meter reading is recorded in both entry and exit conditions reports at the beginning and end of the tenancy. If the condition report is not given to the tenant/s within 7 days of occupation, the tenant/s should obtain, complete and sign their own form and submit to the lessor/agent.

The tenant/s have initially received a copy of this report on

Day 

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 Date 

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Insert **Y** = Yes  
Insert **N** = No

Clean	Working	Undamaged
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**Lessor/agent**  
Comments (if any)

**Tenant/s**  
Comment on lessor/agent report

Entry					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Power points					
Lounge room					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
TV/power points					
Air conditioner					
Family room					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
TV/power points					
Air conditioner					

Lessor/agent initials

Tenant/s initials 1.  2.  3.

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Insert **Y** = Yes  
Insert **N** = No

Clean	Working	Undamaged
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**Lessor/agent**  
Comments (if any)

**Tenant/s**  
Comment on lessor/agent report

Kitchen/meals				
Doors/walls/ceiling				
Windows/screens				
Blinds/curtains				
Fans/light fittings				
Floor/floor coverings				
Cupboards/drawers				
Bench tops/tiling				
Sink/disposal unit/taps				
Stove top				
Oven/griller				
Exhaust fan/rangehood				
Dishwasher				
Power points				
Dining room				
Doors/walls/ceiling				
Windows/screens				
Blinds/curtains				
Fans/light fittings				
Floor/floor coverings				
TV/power points				
Air conditioner				

Lessor/agent initials

Tenant/s initials 1.  2.  3.

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Clean	Working	Undamaged
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**Lessor/agent**  
Comments (if any)

**Tenant/s**  
Comment on lessor/agent report

Bedroom 1					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wardrobe/drawers/shelves					
Power points					
Air conditioner					
Smoke alarms					
Ensuite					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Bath/shower/shower screen					
Wash basin/vanity					
Mirror/cabinet					
Towel rails					
Toilet					
Power points					
Exhaust fan					

Lessor/agent initials

Tenant/s initials 1.  2.  3.

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Clean	Working	Undamaged
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**Lessor/agent**  
Comments (if any)

**Tenant/s**  
Comment on lessor/agent report

Bedroom 2					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wardrobe/drawers/shelves					
Power points					
Air conditioner					
Smoke alarms					
Bedroom 3					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wardrobe/drawers/shelves					
Power points					
Air conditioner					
Smoke alarms					

Lessor/agent initials

Tenant/s initials 1.  2.  3.

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**Lessor/agent**  
Comments (if any)

**Tenant/s**  
Comment on lessor/agent report

Bedroom 4					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wardrobe/drawers/shelves					
Power points					
Air conditioner					
Smoke alarms					
Bathroom					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Bath					
Shower/shower screen					
Wash basin/vanity					
Mirror/cabinet					
Towel rails					
Power points					
Exhaust fan					
Toilet					

Lessor/agent initials

Tenant/s initials 1.  2.  3.

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**Lessor/agent**  
Comments (if any)

**Tenant/s**  
Comment on lessor/agent report

Toilet					
Doors/walls/ceiling					
Cistern					
Light fittings					
Exhaust fan					
Laundry					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wash tubs					
Washing machine/dryer					
Power points					
General					
Smoke alarms					
Security devices					
Electrical safety switches					
Hot water system					
Keys/locks/remotes					
Staircases/railings					
Wheelie & recycle bins					

Lessor/agent initials

Tenant/s initials 1.  2.  3.

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**Lessor/agent**  
Comments (if any)

**Tenant/s**  
Comment on lessor/agent report

General - Continued				
Pool/equipment				
<input type="checkbox"/> Current pool safety certificate				
Street number/ letter box				
External walls				
Balcony/porch/deck				
Awning/gutters				
Paving/ pergola				
Garage/car port/ storeroom				
Garden shed				
Gates/fences				
Grounds/garden				
External taps/hose				
Clothes line				
Solar panels				
Paths/driveway				

## Additional comments/information

## Lessor/agent

Signature	Date
Print name	

## Tenant 1

Signature	Date
Print name	

## Tenant 2

Signature	Date
Print name	

## Tenant 3

Signature	Date
Print name	



**Other languages:** You can access a free interpreter service by calling the RTA on 1300 366 311 (Monday to Friday, 8:30am to 5:00pm).