Entry condition report – general tenancies (Form 1a)

Residential Tenancies and Rooming Accommodation Act 2008
(Section 65)

rta residential tenancies authority

Address of the rental premises

	Postcode

Full name/s of the tenant/s

1.
2.
3.

Name/trading name of the lessor/agent

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: ☐☐☐☐☐☐☐

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.

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 3 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 7) 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 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 3 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.

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.

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

Day | Date

Lessor/agent initials		Tenant/s initials	1.	2.	3.

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Insert **Y**/✓ = Yes Insert **N**/✗ = No	Clean	Working	Undamaged	**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	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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Insert **Y/✓** = Yes
Insert **N/✗** = No

	Clean	Working	Undamaged	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					
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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Insert **Y**/✓ = Yes Insert **N**/✗ = No	Clean	Working	Undamaged	**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					
Bedroom 3					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wardrobe/drawers/shelves					
Power points					
Air conditioner					
Bedroom 4					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wardrobe/drawers/shelves					
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	**Lessor/agent** Comments (if any)	**Tenant/s** Comment on lessor/agent report
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					
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					

Lessor/agent initials		Tenant/s initials	1.	2.	3.

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General					
Smoke alarms					
Security devices					
Electrical safety switches					
Hot water system					
Keys/locks/remotes					
Staircases/railings					
Wheelie & recycle bins					
Pool/equipment					
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	