

### Here's what the tenant does

1. Completes the details at the top of page 2.
2. Inspects the premises and marks the 'Clean/Undamaged/Working' column as appropriate for each item in the premises. Where a mark is not appropriate for the item, writes a description in the 'Other items or comments (if any)' column.
3. If there are any items in the room that are not listed, adds them to the 'Other items or comments (if any)' column. The spare space can be used for details about additional items or attach supporting documentation.
4. Compares this report with the *Entry Condition Report* (Form 1a) completed at the beginning of the tenancy. Note any changes in the condition on this form.
5. Signs EACH PAGE of the report and, as soon as practicable after the agreement ends, gives a copy to the lessor/lessor's agent.
6. Talks to the lessor/agent if there are items where they disagree with the lessor/agent's assessment of the condition of the premises. Any agreement reached can be recorded in the 'Additional comments/information' section. If agreement cannot be reached then they can access the RTA's Dispute Resolution Service.
7. Retains the signed copy of the report received from the lessor/agent for their records.

### Here's what the lessor/agent does

1. Inspects the premises and comments on any item where they disagree with the tenant/s report, or where they believe the report does not reflect the true condition of the premises.
2. Compares the condition of the premises at the end of the tenancy with the *Entry Condition Report* (Form 1a) that was completed at the beginning of the tenancy.
3. Signs EACH PAGE of the report.
4. Returns a signed copy of each page to the tenant/s within three (3) business days and retains a copy for at least one year after the tenancy agreement ends.

<b>Water meter reading</b>					
<b>Date:</b>		/	/		

If you require further information or assistance, contact the Residential Tenancies Authority on 1300 366 311.

Address of rental premises

Postcode

Name of tenant/s

Name of lessor/agent

**Form 14a**  
**Exit Condition Report –**  
**General Tenancies – Page 2**

*Residential Tenancies and Rooming Accommodation Act 2008 (Section 66)*

Tenant Other items or comments (if any)		Clean		Item	Lessor / agent Comment on tenant's report
		Undamaged	Working		
Entry				Doors/Walls	
				Windows/Screens	
				Blinds/Curtains	
				Ceiling/Light Fittings	
				Floor/Floor Coverings	
				Power Points	
Lounge Room				Doors/Walls	
				Windows/Screens	
				Blinds/Curtains	
				Ceiling/Light Fittings	
				Floor/Floor Coverings	
				TV/Power Points	
Dining Room				Doors/Walls	
				Windows/Screens	
				Blinds/Curtains	
				Ceiling/Light Fittings	
				Floor/Floor Coverings	
				TV/Power Points	
Kitchen / Meals				Doors/Walls	
				Windows/Screens	
				Blinds/Curtains	
				Ceiling/Light Fittings	
				Floor/Floor Coverings	
				Cupboards/Drawers	
				Bench Tops/Tiling	
				Sink/Disposal Unit/Taps	
				Stove Top/Griller	
				Oven	
				Exhaust Fan/Rangehood	
				Dishwasher	
			Power Points		
Family Room				Doors/Walls	
				Windows/Screens	
				Blinds/Curtains	
				Ceiling/Light Fittings	
				Floor/Floor Coverings	
				Power Points	

Lessor/agent – sign and return to tenant – keep a copy for your records

Tenant/s signature

1.

2.

3.

Lessor/agent's signature

Tenant Other items or comments (if any)		Clean			Item	Lessor / agent Comment on tenant's report
		Undamaged	Working			
Bedroom 1					Doors/Walls	
					Windows/Screens	
					Wardrobe/Drawers/Shelves	
					Blinds/Curtains	
					Ceiling/Light Fittings	
					Floor/Floor Coverings	
					Power Points	
Ensuite					Doors/Walls/Tiling	
					Windows/Screens	
					Blinds/Curtains	
					Ceiling/Light Fittings	
					Floor/Floor Coverings	
					Bath	
					Shower/Shower Screen	
					Wash Basin/Vanity	
					Mirror/Cabinet	
					Towel Rails	
					Toilet	
				Power Points		
Bedroom 2					Doors/Walls	
					Windows/Screens	
					Wardrobe/Drawers/Shelves	
					Blinds/Curtains	
					Ceiling/Light Fittings	
					Floor/Floor Coverings	
					Power Points	
Bedroom 3					Doors/Walls	
					Windows/Screens	
					Wardrobe/Drawers/Shelves	
					Blinds/Curtains	
					Ceiling/Light Fittings	
					Floor/Floor Coverings	
					Power Points	
Bedroom 4					Doors/Walls	
					Windows/Screens	
					Wardrobe/Drawers/Shelves	
					Blinds/Curtains	
					Ceiling/Light Fittings	
					Floor/Floor Coverings	
					Power Points	

Lessor/agent – sign and return to tenant – keep a copy for your records

Tenant/s signature

1.	2.	3.
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Lessor/agent's signature

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	Tenant Other items or comments (if any)	Clean / Undamaged / Working			Item	Lessor / agent Comment on tenant's report
		Clean	Undamaged	Working		
Bathroom					Doors/Walls/Tiling	
					Windows/Screens	
					Blinds/Curtains	
					Ceiling/Light Fittings	
					Floor/Floor Coverings	
					Bath	
					Shower/Shower Screen	
					Wash Basin/Vanity	
					Mirror/Cabinet	
					Towel Rails	
Laundry					Toilet	
					Power Points	
					Doors/Walls	
					Windows/Screens	
					Blinds/Curtains	
					Ceiling/Light Fittings	
					Floor/Floor Coverings	
					Wash Tubs	
General					Washing Machine/Dryer	
					Power Points	
					Smoke Alarms	
					Security Devices	
					Balcony/Porch/Deck	
					Garage/Carport/Storeroom	
					Gates/Fences	
					Grounds/Garden	
					Staircases/Railings	
					Street Number/Letter box	
					Paving/Pergola	
					Hot Water System	
					Keys/Locks/Remotes	
					Pool/Equipment	
				Wheelie & Recycle Bins		
				Garden Shed		
				Air conditioners/Fans		

Lessor/agent – sign and return to Tenant – keep a copy for your records

Additional comments/information ( supporting documentation can be attached )

Tenant 1 signature	Date
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Tenant 2 signature	Date
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Lessor/agent's signature	Date
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Tenant 3 signature	Date
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Forwarding address
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