

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.

Water meter reading					
Date:		/	/		

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	
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		
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		Item	Lessor / agent Comment on tenant's report
		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	
				Toilet	
				Power Points	
Laundry				Doors/Walls	
				Windows/Screens	
				Blinds/Curtains	
				Ceiling/Light Fittings	
				Floor/Floor Coverings	
				Wash Tubs	
				Washing Machine/Dryer	
General				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
	/ /

Tenant 2 signature	Date
	/ /

Lessor/agent's signature	Date
	/ /

Tenant 3 signature	Date
	/ /

Forwarding address	Postcode
	/ /

Forwarding address	Postcode
	/ /

Forwarding address	Postcode
	/ /