**CONDITION OF PREMISES REPORT**

Condition reports are used as evidence in bond disputes. This 4 page condition report can be used in a tenancy or occupancy. It is available free from www.tenantsact.org.au and www.revenue.act.gov.au

# In a tenancy, a condition report is used to determine:

* if a landlord has provided the premises fit for habitation, reasonably clean, in a reasonable state of repair and reasonably secure (Div 3.3 s29 of the Residential Tenancy ACT)
* if a tenant has returned the premises in substantially the same cleanliness and condition as when they moved in, fair wear and tear excepted (Div 3.3 s31 of the Residential Tenancy ACT)

# Within 2 weeks of moving in:

1. Fill in this report carefully and sign it, OR

The landlord provided 2 copies of the report and is already filled in, check it and make your own comments. Don’t sign it unless you agree with it.

 Give one completed copy of this report to the other party.

1. Take date-stamped photos of any defects in the property.

**When the tenancy ends:**

1. Landlord and tenants must carry out a final inspection and complete an end of tenancy condition report
2. Where one party has been given reasonable notice for the inspection and fails to attend. The other party can complete the condition report in their absence.

**Please use the following codes in the report:**

C = Clean G = Good N = Not Working F = Fair S = Scratched/Marked D = Dirt B = Broken/Damaged

|  |  |
| --- | --- |
| **Address of rental premises:** | **Agent/Landlord/Grantor Names:** |
| **Tenant/Occupant Names:** | **Bond Number:**Bonds must be lodged with the Office of Rental Bonds in all tenancies, and can be lodged in all occupancies. |

|  |  |  |
| --- | --- | --- |
| **L= Landlord/Agent or Grantor** | **DATE COMMENCEMENT** | **DATE TERMINATION** |
| **T=Tenant or Occupant** |  | *I* | *I* |  | *I I* |  |
| **KITCHEN** | **L** | **T** | **COMMENTS** | **L** | **T** | **COMMENTS** |
| STOVE TOP |  |  |  |  |  |  |
| GRILLER |  |  |  |  |  |  |
| OVEN |  |  |  |  |  |  |
| SINK/DISPOSAL UNIT |  |  |  |  |  |  |
| CUPBOARDS/DRAWERS |  |  |  |  |  |  |
| BENCH TOPS |  |  |  |  |  |  |
| EXHAUST FAN/VENT |  |  |  |  |  |  |
| FLOOR/COVERING |  |  |  |  |  |  |
| BLINDS/CURTAINS |  |  |  |  |  |  |
| WALLS/DOORS |  |  |  |  |  |  |
| WINDOWS/SCREENS |  |  |  |  |  |  |
| CEILING/LIGHT FITTINGS |  |  |  |  |  |  |
| P0WERPOINTS/SWITCHES |  |  |  |  |  |  |
| DISH WASHER |  |  |  |  |  |  |
| OTHER |  |  |  |  |  |  |
| **FURTHER COMMENTS** |
| **BATHROOM** |  |  |  |  |  |  |
| BATH/SPA |  |  |  |  |  |  |
| BASIN/VANITY |  |  |  |  |  |  |
| SHOWER RECESS |  |  |  |  |  |  |
| SHOWER SCREEN/CURTAIN |  |  |  |  |  |  |
| MIRROR |  |  |  |  |  |  |
| TOWEL RAIL/SOAP HOLDER |  |  |  |  |  |  |
| EXHAUST FAN/VENT |  |  |  |  |  |  |
| FLOOR COVERING |  |  |  |  |  |  |
| BLINDS/CURTAINS |  |  |  |  |  |  |
| WALLS/DOORS |  |  |  |  |  |  |
| WINDOWS/SCREENS |  |  |  |  |  |  |
| CEILING/LIGHT FITTINGS |  |  |  |  |  |  |
| POWERPOINT/SWITCHES |  |  |  |  |  |  |
| SHOWER HEAD/ROSE |  |  |  |  |  |  |
| OTHER |  |  |  |  |  |  |

**FURTHER COMMENTS**

|  |  |  |
| --- | --- | --- |
| **L= Landlord/Agent or Grantor** | **COMMENCEMENT** | **TERMINATION** |
| **T=Tenant or Occupant** |
| **TOILET** | **L** | **T** | **COMMENTS** | **L** | **T** | **COMMENTS** |
| BOWL |  |  |  |  |  |  |
| SEAT |  |  |  |  |  |  |
| CISTERN |  |  |  |  |  |  |
| EXHAUST FAN/VENT |  |  |  |  |  |  |
| FLOOR/COVERING |  |  |  |  |  |  |
| BLINDS/CURTAINS |  |  |  |  |  |  |
| WALLS/DOORS |  |  |  |  |  |  |
| WINDOWS/SCREENS |  |  |  |  |  |  |
| CEILING’LIGHT FITTINGS |  |  |  |  |  |  |
| POWERPOINTS/SWITCHES |  |  |  |  |  |  |
| OTHER |  |  |  |  |  |  |
| **FURTHER COMMENTS** |
| **LAUNDRY** |  |  |  |  |  |  |
| TROUGH |  |  |  |  |  |  |
| CUPBOARDS |  |  |  |  |  |  |
| EXHAUST FAN/VENT |  |  |  |  |  |  |
| FLOOR/COVERING |  |  |  |  |  |  |
| BLINDS/CURTAINS |  |  |  |  |  |  |
| WALLS/DOORS |  |  |  |  |  |  |
| WINDOWS/SCREENS |  |  |  |  |  |  |
| CEILING/LIGHT FITTINGS |  |  |  |  |  |  |
| POWERPOINTS/SWITCHES |  |  |  |  |  |  |
| OTHER |  |  |  |  |  |  |
| **FURTHER COMMENTS** |
| **BEDROOM 1** |  |  |  |  |  |  |
| BUILT-INS |  |  |  |  |  |  |
| FLOOR/COVERING |  |  |  |  |  |  |
| BLINDS/CURTAINS |  |  |  |  |  |  |
| WALLS/DOORS |  |  |  |  |  |  |
| WINDOWS/SCREENS |  |  |  |  |  |  |
| CEILING/LIGHT FITTINGS |  |  |  |  |  |  |
| POWERPOINTS/SWITCHES |  |  |  |  |  |  |
| OTHER |  |  |  |  |  |  |
| **FURTHER COMMENTS** |
| **ENSUITE** |  |  |  |  |  |  |
| BASIN/VANITY/MIRROR |  |  |  |  |  |  |
| SHOWER RECESS |  |  |  |  |  |  |
| SHOWER SCREEN/CURTAIN |  |  |  |  |  |  |
| TOWEL RAIL/SOAP HOLDER |  |  |  |  |  |  |
| TOILET BOWL |  |  |  |  |  |  |
| TOILET SEAT |  |  |  |  |  |  |
| CISTERN |  |  |  |  |  |  |
| EXHAUST FAN/VENT |  |  |  |  |  |  |
| FLOOR/COVERING |  |  |  |  |  |  |
| BLINDS/CURTAINS |  |  |  |  |  |  |
| WALLS/DOORS |  |  |  |  |  |  |
| WINDOWS/SCREENS |  |  |  |  |  |  |
| SHOWER HEAD/ROSE |  |  |  |  |  |  |
| CEILING/LIGHT FITTINGS |  |  |  |  |  |  |
| POWERPOINTS/SWITCHES |  |  |  |  |  |  |
| OTHER |  |  |  |  |  |  |
| **FURTHER COMMENTS** |
| **BEDROOM 2** |  |  |  |  |  |  |
| BUILT-INS |  |  |  |  |  |  |
| FLOOR/COVERING |  |  |  |  |  |  |
| BLINDS/CURTAINS |  |  |  |  |  |  |

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| --- | --- | --- |
| **L= Landlord /Agent or Grantor** | **COMMENCEMENT** | **TERMINATION** |
| **T=Tenant or Occupant** |
| BEDROOM (Cont) | **L** | **T** | **COMMENTS** | **L** | **T** | **COMMENTS** |
| WALLS/DOORS |  |  |  |  |  |  |
| WINDOWS/SCREENS |  |  |  |  |  |  |
| CEILING/LIGHT FITTINGS |  |  |  |  |  |  |
| POWERPOINTS/SWITCHES |  |  |  |  |  |  |
| OTHER |  |  |  |  |  |  |
| **FURTHER COMMENTS** |
| **BEDROOM 3** |  |  |  |  |  |  |
| BUILT-INS |  |  |  |  |  |  |
| FLOOR/COVERING |  |  |  |  |  |  |
| BLINDS/CURTAINS |  |  |  |  |  |  |
| WALLS/DOORS |  |  |  |  |  |  |
| WINDOWS/SCREENS |  |  |  |  |  |  |
| CEILING/LIGHT FITTINGS |  |  |  |  |  |  |
| POWERPOINTS/SWITCHES |  |  |  |  |  |  |
| OTHER |  |  |  |  |  |  |
| **FURTHER COMMENTS** |
| **LOUNGE ROOM** |  |  |  |  |  |  |
| HEATING SYSTEM |  |  |  |  |  |  |
| FLOOR/COVERING |  |  |  |  |  |  |
| BLINDS/CURTAINS |  |  |  |  |  |  |
| WALLS/DOORS |  |  |  |  |  |  |
| WINDOWS/SCREENS |  |  |  |  |  |  |
| CEILING/LIGHT FITTINGS |  |  |  |  |  |  |
| POWERPOINTS/SWITCHES |  |  |  |  |  |  |
| OTHER |  |  |  |  |  |  |
| **FURTHER COMMENTS** |
| **OTHER ROOM 1** |  |  |  |  |  |  |
| BUILT-INS |  |  |  |  |  |  |
| FLOOR/COVERING |  |  |  |  |  |  |
| BLINDS/CURTAINS |  |  |  |  |  |  |
| WALLS/DOORS |  |  |  |  |  |  |
| WINDOWS/SCREENS |  |  |  |  |  |  |
| CEILING/LIGHT FITTINGS |  |  |  |  |  |  |
| POWERPOINTS/SWITCHES |  |  |  |  |  |  |
| OTHER |  |  |  |  |  |  |
| **FURTHER COMMENTS** |
| **OTHER ROOM 2** |  |  |  |  |  |  |
| BUILT-INS |  |  |  |  |  |  |
| FLOOR/COVERING |  |  |  |  |  |  |
| BLINDS/CURTAINS |  |  |  |  |  |  |
| WALLS/DOORS |  |  |  |  |  |  |
| WINDOWS/SCREENS |  |  |  |  |  |  |
| CEILING/LIGHT FITTINGS |  |  |  |  |  |  |
| POWERPOINTS/SWITCHES |  |  |  |  |  |  |
| OTHER |  |  |  |  |  |  |
| **FURTHER COMMENTS** |
| **EXTERIOR** |  |  |  |  |  |  |
| LETTERBOX |  |  |  |  |  |  |
| EXTERNAL AWNINGS |  |  |  |  |  |  |
| SECURITY/SCREEN DOORS |  |  |  |  |  |  |
| CONCRETE FOOTPATHS |  |  |  |  |  |  |
| GARDEN (FRONT) |  |  |  |  |  |  |
| LAWN (FRONT) |  |  |  |  |  |  |
| GARDEN (BACK) |  |  |  |  |  |  |
| LAWN (BACK) |  |  |  |  |  |  |
| GARDEN HOSE/FITTINGS |  |  |  |  |  |  |

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| **L= Landlord/Agent or Grantor** | **COMMENCEMENT** | **TERMINATION** |
| **T=Tenant or Occupant** |
| EXTERIOR (Cont) | **L** | **T** | **COMMENTS** | **L** | **T** | **COMMENTS** |
| WATERING SYSTEM |  |  |  |  |  |  |
| DRIVEWAY |  |  |  |  |  |  |
| TELEVISION ANTENNA |  |  |  |  |  |  |
| WATER SOFTENER |  |  |  |  |  |  |
| CLOTHESLINE |  |  |  |  |  |  |
| GARBAGE BIN |  |  |  |  |  |  |
| GUTTERS |  |  |  |  |  |  |
| OTHER |  |  |  |  |  |  |
| **FURTHER COMMENTS** |
| **GARAGE/CARPORT** |  |  |  |  |  |  |
| FLOOR |  |  |  |  |  |  |
| WALLS/DOORS |  |  |  |  |  |  |
| WINDOWS/SCREENS |  |  |  |  |  |  |
| SHELVES |  |  |  |  |  |  |
| CEILING/LIGHT FITTINGS |  |  |  |  |  |  |
| POWERPOINTS/SWITCHES |  |  |  |  |  |  |
| OTHER |  |  |  |  |  |  |
| **FURTHER COMMENTS** |
| **SHED** |  |  |  |  |  |  |
| FLOOR |  |  |  |  |  |  |
| WALLS/DOORS |  |  |  |  |  |  |
| WINDOWS/SCREENS |  |  |  |  |  |  |
| SHELVES |  |  |  |  |  |  |
| CEILING/LIGHT FITTINGS |  |  |  |  |  |  |
| POWERPOINTS/SWITCHES |  |  |  |  |  |  |
| OTHER |  |  |  |  |  |  |
| **FURTHER COMMENTS** |
| **GENERAL** |  |  |  |  |  |  |
| SMOKE DETECTORS |  |  |  |  |  |  |
| SECURITY SYSTEM |  |  |  |  |  |  |
| REMOTE CONTROLS |  |  |  |  |  |  |
| ROLLER SHUTTERS |  |  |  |  |  |  |
| OTHER |  |  |  |  |  |  |
| **FURTHER COMMENTS** |

|  |  |  |
| --- | --- | --- |
| **WATER METER READING** | **GAS READING** |  |
| 1. AT COMMENCEMENT: ……………………KL
 | AT COMMENCEMENT: | ………………….. |
| AT TERMINATION: ……………………KL | AT TERMINATION: | ………………….. |
| **TOTAL CONSUMPTION: ……………………KL** | **TOTAL CONSUMPTION:** | **…………………..** |

I have noted the condition of the premises at the commencement of the tenancy/occupancy:

LANDLORDS’, AGENTS’ OR GRANTORS’ SIGNATURE:

……………………………………………….. Dated: ………………..

TENANTS’ OR OCCUPANTS’ SIGNATURE:

………………………………………………………….. Dated:………………..

I have noted the condition of the premises at the termination of the tenancy/occupancy:

LANDLORDS’, AGENTS’ OR GRANTORS’ SIGNATURE:

……………………………………………….. Dated: ………………..

TENANTS’ OR OCCUPANTS’ SIGNATURE: …………………………………………………………………….. Dated: ………………..

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