

Here's What You Do:

1. Complete the details at the top of page 1.
2. Inspect the premises and mark the “Clean/Undamaged/Working” column as appropriate for each item in the premises. Where a mark is not appropriate for the item, write a description in the “Other items or comments” column.
3. If there are any items in the room that are not listed, you can add them to the “Other items or comments” column. You can also use the spare space to detail additional items.
4. Compare this report with the Entry Condition Report (Form 1a) you completed at the beginning of your tenancy. Note any changes in the condition on this form.
5. Print three (3) copies. Give two (2) copies to the Lessor/Agent, explaining to them they must return one (1) signed copy to you within three (3) business days.
6. Sign each page (3).
7. Ask the Lessor/Agent to sign your copy as proof that it was received from you. You can discard this copy when you receive the signed copy back from the Lessor/Agent.
8. Ideally, you should talk to the Lessor/Agent if there are items where they disagree with your assessment of the condition of the premises. If appropriate, you might decide to record any agreement you reach in the “Additional Comments/Information” section. If you can't agree, you can access the RTA's Dispute Resolution Service.
9. When you receive the signed copy from the Lessor/Agent, retain it for your 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 (3).
4. Returns a signed copy of each page to the Tenant/s within three (3) business days and retains a copy for at least six months after the tenancy agreement ends.

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	Reid Real Estate	Water Reading	

Form 14a
Exit Condition Report
- General Tenancies - Page 1
 Residential Tenancies Act 1994 (Section 42A)

	Tenant Other items or comments (if any)	Clean	Undamaged	Working	Item	Lessor/Agent Comment on Tenant's Report
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 Top[s]/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/s

Tenant's Signature/s			
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Lessor/Agent's Signature/s	
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Exit Condition Report - General Tenancies - Page 2

	Tenant Other items or comments (if any)	Clean	Undamaged	Working	Item	Lessor/Agent Comment on Tenant's Report
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/s

Tenant's Signature/s

Lessor/Agent's Signature/s

Exit Condition Report - General Tenancies - Page 3

	Tenant Other items or comments (if any)	Clean	Undamaged	Working	Item	Lessor/Agent Comment on Tenant's Report
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 Power Points	
General					Smoke Alarms Security Devices Balcony/Porch/Deck Garage/Carport/Storeman Gates/Fences Grounds/Garden Staircases/Railings Street Number/Letter Box Paving/Pergola Hot Water System Keys/Lock/Remotes Pool/Equipment Wheelie & Recycle Bins Garden Shed	

Lessor/Agent - Sign and return to Tenant/s

Additional Comments/Information (Supporting documentation can be attached)

Lessor/Agent Signature

Date

/ /

Tenant's Signature

Date

Tenant's Signature

Date

/ /

/ /

Tenant's Signature

Date

/ /

Tenant's Forwarding Address

Tenant's Forwarding Address

Tenant's Forwarding Address

Postcode

Postcode

Postcode