

Exit condition report – general tenancies (Form 14a)

Residential Tenancies and Rooming Accommodation Act 2008
(Section 66)



Address of the rental premises

	Postcode

Details of the tenant/s

1. Full name/s	
Forwarding address	
	Postcode
Phone	Mobile
Email	

2. Full name/s	
Forwarding address	
	Postcode
Phone	Mobile
Email	

3. Full name/s	
Forwarding address	
	Postcode
Phone	Mobile
Email	

Name/trading name of the lessor/agent

H & H Residential Properties Pty Ltd T/as H & H Residential Properties
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Water meter reading at end of tenancy:

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Date:

	/		/	
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 Meter Location:

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Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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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.

Tenant

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. Initial each page of the report. Give it to the lessor/agent as soon as possible once the agreement ends.
5. Talk to the lessor/agent if you disagree about the condition of the premises. Comments can be recorded in the *additional comments/information* section (Page 8) or by attaching a separate page.
Supporting documentation has been attached Yes No
6. Retain the signed copy of the report from the lessor/agent.

Lessor/agent

1. Inspect the premises.
2. Include comments where you disagree with the tenant's report.
3. Initial each page of the report.
4. Talk to the tenant if you disagree about the condition of the premises. Any agreement can be recorded in the *additional comments/information* section.
5. Return a signed copy of the report to the tenant within 3 business days. Retain a copy for at least one year after the tenancy agreement ends.

Note: The *Entry condition report* (Form 1a) is compared to this *Exit condition report* (Form 14a) at the end of the tenancy.

Do not send to the RTA—give this form to the lessor/agent, keep a copy for your records.



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Insert **Y/✓** = Yes
 Insert **N/X** = No

Clean	Working	Undamaged
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Tenant/s
 Comments (if any)

Lessor/agent
 Comment on tenant/s 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				

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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Insert **Y/✓** = Yes
 Insert **N/X** = No

Tenant/s
 Comments (if any)

Lessor/agent
 Comment on tenant/s report

	Clean	Working	Undamaged	Tenant/s Comments (if any)	Lessor/agent Comment on tenant/s report
TV/power points					
Air conditioner					
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					

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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Insert **Y/✓** = Yes
 Insert **N/X** = No

Tenant/s
 Comments (if any)

Lessor/agent
 Comment on tenant/s report

	Clean	Working	Undamaged	Tenant/s Comments (if any)	Lessor/agent Comment on tenant/s report
Fans/light fittings					
Floor/floor coverings					
TV/power points					
Air conditioner					
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					

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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Insert **N/X** = No

Tenant/s
Comments (if any)

Lessor/agent
Comment on tenant/s report

	Clean	Working	Undamaged		
Floor/floor coverings					
Bath/shower/ shower screen					
Wash basin/vanity					
Mirror/cabinet					
Towel rails					
Toilet					
Power points					
Exhaust fan					
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					

Tenant/s initials

1.

2.

3.

Lessor/agent initials

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 Insert **N/X** = No

Tenant/s
 Comments (if any)

Lessor/agent
 Comment on tenant/s report

	Clean	Working	Undamaged	Tenant/s Comments (if any)	Lessor/agent Comment on tenant/s report
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					
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					

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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 Insert **N/X** = No

Tenant/s
 Comments (if any)

Lessor/agent
 Comment on tenant/s report

	Clean	Working	Undamaged		
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					
General					
Smoke alarms*					
Security devices					
Electrical safety switches					
Hot water system					
Keys/locks/remotes					
Staircases/railings					
Wheelie & recycle bins					

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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Tenant/s
 Comments (if any)

Lessor/agent
 Comment on tenant/s report

	Clean	Working	Undamaged		
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					

***Smoke Alarms** - In relation to smoke alarms, where the boxes 'working' &/or 'undamaged' have been ticked, it confirms only that at the time of testing, each smoke alarm's battery & alarm sounder were working.

Additional comments/information

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Gas bottle level	Water tank level	Pool safety certificate location
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Tenant 1

Signature	Date
	/ /
Print name	

Tenant 2

Signature	Date
	/ /
Print name	

Lessor/agent

Signature	Date
	/ /
Print name	

Signature	Date
	/ /
Print name	