

How to complete this report

1. Three copies of this condition report are filled out and signed by the landlord or the landlord's agent.
2. Before the tenancy begins, the landlord or the landlord's agent must inspect the residential premises and record the condition of the premises by indicating whether the particular room item is clean, undamaged and working by placing "Y" (YES) or "N" (NO) in the appropriate column (see example below). Where necessary, comments should be included in the report. The landlord or the landlord's agent must also indicate "yes" or "no" in relation to the matters set out under the headings "Health issues" and "Communications facilities".
3. If the tenant has agreed to pay for water usage charges under the residential tenancy agreement, the landlord or landlord's agent must also indicate whether the residential premises have the required water efficiency measures.
4. Two copies of the report which have been filled out and signed by the landlord or the landlord's agent must be given to the tenant before or when the tenant signs the agreement. The landlord or landlord's agent keeps the third copy.
5. As soon as possible after the tenant signs the agreement, the tenant must inspect the residential premises and complete the tenant section of the condition report. The tenant indicates agreement or disagreement with the condition indicated by the landlord or landlord's agent by placing "Y" (YES) or "N" (NO) in the appropriate column and by making any appropriate comments on the form. The tenant may also comment on the matters under the headings "Health issues", "Communications facilities" and "Water efficiency devices".

6. The tenant must return one copy of the completed condition report to the landlord or landlord's agent within **7 days** after receiving it and is to keep the second copy.
7. At, or as soon as practicable after, the termination of the tenancy agreement, both the landlord and tenant should complete the copy of the condition report that they retained, indicating the condition of the premises at the end of the tenancy. This should be done in the presence of the other party, unless the other party has been given a reasonable opportunity to be present and has not attended the inspection.

Important notes about this report

1. It is a requirement that a condition report be completed by the landlord and the tenant (see above). This condition report is an important record of the condition of the residential premises when the tenancy begins and may be used as evidence of the state of repair or general condition of the premises at the commencement of the tenancy. It is important to complete the condition report accurately. It may be vital if there is a dispute, particularly about the return of the rental bond money and any damage to the premises.
2. At the end of the tenancy the premises will be inspected and the condition of the premises at that time will be compared to that stated in the original condition report.
3. A condition report should be filled out whether or not a rental bond is paid.
4. If you do not have enough space on the report attach a separate sheet.
5. Call Fair Trading on 13 32 20 or visit the website for information about the rights and responsibilities of landlords and tenants or before completing the condition report.

Sample condition report

		Clean	Undamaged	Working	Tenant agrees	Condition of premises at START of tenancy
		Comments				
ENTRANCE/HALL	front door/screen door/ security door	Y	Y	Y	Y	
	walls/picture hooks	Y	Y	Y	Y	2 picture hooks
	lights/power points/ door bell	Y	Y	Y	Y	
	floor/coverings	N	Y		Y	carpet stain near window
	ceiling/light fittings	Y	Y	Y	N	stain on ceiling
	skirting boards	Y	Y	Y	Y	

Where to go for help when you are renting

1. Fair Trading looks after your bond money and manages the renting laws that cover this tenancy agreement. If you have any questions about your rights and responsibilities under this agreement, contact Fair Trading at www.fairtrading.nsw.gov.au or call 13 32 20. Language assistance on 13 14 50 (*ask for an interpreter in your language*) TTY 1300 723 404.
2. Your real estate agent or landlord (write contact number here): _____
3. Tenants Advice and Advocacy Service at www.tenants.org.au

Residential Tenancy Regulation Schedule 2: Condition report

Address of premises: _____

		Condition of premises at START of tenancy				Comments	Condition of premises at END of tenancy				Comments
		Clean	Undamaged	Working	Tenant agrees		Clean	Undamaged	Working	Tenant agrees	
SECURITY/SAFETY	external door locks										
	window locks										
	keys/ other security devices										
	smoke alarms										
	electrical safety switch										
	other										
GENERAL	heating/ air conditioning										
	staircase/ handrails										
	external television antenna/ tv points										
	balcony/ porch/ deck										
	swimming pool										
	gates/ fences										
	grounds/ garden										
	lawns/ edges										
	letter box/ street number										
	water tanks/ septic tanks										
	garbage bins										
	paving/ driveways										
	clothesline										
	garage/ carport/ storeroom										
	garden shed										
	hot water system										
gutters/ downpipe											
other											

Health issues

The landlord must indicate whether the following apply to the premises:

- Are there any signs of mould and dampness? Yes No
- Are there any pests and vermin? Yes No
- Has any rubbish been left on the premises? Yes No

Communication facilities

The landlord must indicate whether the following facilities are available:

- a telephone line is connected to the residential premises Yes No
- an internet line is connected to the residential premises Yes No

Water efficiency devices [only applicable if tenant pays water usage charges for the residential premises]

The landlord must indicate whether the following water efficiency measures are in place in the premises:

- all showerheads have a maximum flow rate of 9 litres per minute Yes No
- all internal cold water taps and single mixer taps in kitchen or bathroom Yes No
- hand basins have a maximum flow rate of 9 litres per minute Yes No
- no leaking taps on residential premises Yes No

Water meter reading: _____

Furniture: (See attached list)

Landlord/agent's signature: _____

Date: _____

Tenant's signature: _____

Date: _____

Additional comments on health issues, communication facilities, water efficiency devices [may be added by landlord or tenant, or both]

Approximate dates when work last done on residential premises

Installation of water efficiency measures: _____

Painting of premises *(external)*: _____

Painting of premises *(internal)*: _____

Flooring laid/replaced/cleaned: _____

Landlord's promise to undertake work: [Delete if not required]

The landlord agrees to undertake the following cleaning, repairs, additions or other work during the tenancy: _____

The landlord agrees to complete that work by: _____

Landlord/agent's signature: _____

Date: _____