Residential Tenancies Regulation 2010

Schedule 2: Condition report



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".
- 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".

- 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.
- 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	Undar	Working	Tenant 2	Condition of premises at START of tenancy
	front door/screen door/ security door	Y	Υ	Υ	Y	
₹	walls/picture hooks	Υ	Υ	Υ	Υ	2 picture hooks
ENTRANCE/HALL	lights/power points/ door bell	Υ	Υ	Υ	Y	
K	floor/coverings	N	Υ		Υ	carpet stain near window
100	ceiling/ligh fittings	Υ	Υ	Υ	N	stain on ceiling
	skirting boards	Υ	Υ	Υ	Υ	

Where to go for help when you are renting

- 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

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Address of premises:

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	walls/ picture hooks																		
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	walls/ picture hooks																		
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	doors/ doorway frames																		
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