

HOW TO COMPLETE

- (1) Three copies, or one electronic copy, of this condition report should be completed and signed by the landlord or the landlord's agent.
- (2) Two copies, or one electronic copy, of the report, which have been completed 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 or an electronic copy.
- (3) 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 "Minimum standards", "Health issues", "Smoke alarms", "Other safety issues", "Communications facilities" and "Water usage charging and efficiency devices".
- (4) 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 "Minimum standards", "Health issues", "Smoke alarms", "Other safety issues", "Communications facilities" and "Water usage charging and efficiency devices".
- (5) The tenant must return one copy of the completed condition report, or a completed electronic copy, to the landlord or landlord's agent **within 7 days** after taking possession of the residential premises and is to keep the other copy or a completed electronic copy. The tenant is not required to do this if the landlord or landlord's agent has failed to give the tenant either two copies, or one electronic copy, of the completed condition report (see 2 above).
- (6) If photographs or video recordings are taken at the time the inspection is carried out, it is recommended that all photographs or video recordings are verified and dated by all parties. Any photographs should be attached to this condition report, in hard copy or electronically, under the heading "Photographs/video recordings of the premises". Any video recordings should be attached to this condition report electronically.
 NOTE: Photographs and/or video recordings are not a substitute for accurate written descriptions of the condition of the premises.
- (7) At, or as soon as practicable after, the termination of the tenancy agreement, both the landlord or the landlord's agent and the tenant should complete the copy of the condition report that the landlord, landlord's agent or the tenant has 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.
- (8) If the residential premises are separately metered for water and if the tenant is required to pay for water usage charges under the residential tenancy agreement, the landlord or landlord's agent must also indicate whether the residential premises has the required water efficiency measures.

IMPORTANT NOTES ABOUT THIS REPORT

- (a) It is a requirement that a condition report be completed by the landlord or the landlord's agent 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.
- (b) 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.
- (c) A tenant is not responsible for fair wear and tear to the premises. Fair wear and tear is a general term for anything that occurs through ordinary use, such as the carpet becoming worn in frequently used areas. Intentional damage, or damage caused by negligence, is not fair wear and tear.
- (d) A condition report must be filled out whether or not a rental bond is paid.
- (e) If you do not have enough space on the report you can attach additional pages. All attachments should be signed and dated by all parties to the residential tenancy agreement.
- (f) Call **INSW Fair Trading on 13 32 20** or visit www.fairtrading.nsw.gov.au for more information about the rights and responsibilities of landlords and tenants or before completing the condition report.

EXAMPLE

CONDITION OF PREMISES AT START OF TENANCY							
		CLEAN UNDAMAGED WORKING			Landlord /agent comments	TENANT AGREES	
		Y	Y	Y		Y	Tenant comments
ENTRANCE / HALL	front door /screen door /security door	Y	Y	Y		Y	
	walls /picture hooks	Y	Y	Y	3 picture hooks	N	2 picture hooks
	lights /power points /door bell	Y	Y	Y		Y	
	floor coverings	N	Y		carpet stain near window	Y	
	ceiling /light fittings	Y	Y	Y		N	stain on ceiling
	skirting boards	Y	Y	Y		Y	

The tenant /s received a copy of this report on (date):

ADDRESS OF PREMISES:

TENANT:
 COMMENCEMENT DATE:

CONDITION REPORT RESIDENTIAL TENANCY AGREEMENT

ADDRESS OF PREMISES:

TENANT:
 COMMENCEMENT DATE:

CONDITION OF PREMISES AT START OF TENANCY	CONDITION OF PREMISES AT END OF TENANCY
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NOTE: SEE FRONT OF THIS FORM FOR INSTRUCTIONS FOR COMPLETION	CLEAN UNDAMAGED WORKING			Landlord / agent comments	TENANT AGREES	Tenant comments	CLEAN UNDAMAGED WORKING			Landlord / agent comments	TENANT AGREES	Tenant comments
Laundry												
Walls / tiles												
Floor tiles / floor coverings												
Doors / doorway frames												
Windows / screens / window safety devices												
Ceiling / light fittings												

CONDITION REPORT RESIDENTIAL TENANCY AGREEMENT

ADDRESS OF PREMISES:

TENANT:
 COMMENCEMENT DATE:

CONDITION OF PREMISES AT START OF TENANCY					CONDITION OF PREMISES AT END OF TENANCY					
NOTE: SEE FRONT OF THIS FORM FOR INSTRUCTIONS FOR COMPLETION				TENANT AGREES	Tenant comments				TENANT AGREES	Tenant comments
	CLEAN	UNDAMAGED	WORKING			Landlord / agent comments	CLEAN	UNDAMAGED		
Other										
Bedroom 1										
Walls / picture hooks										
Built-in wardrobe / shelves										
Doors / doorway frames										
Windows / screens / window safety devices										

CONDITION REPORT RESIDENTIAL TENANCY AGREEMENT

ADDRESS OF PREMISES:

TENANT:
 COMMENCEMENT DATE:

CONDITION OF PREMISES AT START OF TENANCY					CONDITION OF PREMISES AT END OF TENANCY							
NOTE: SEE FRONT OF THIS FORM FOR INSTRUCTIONS FOR COMPLETION				Landlord / agent comments	TENANT AGREES	Tenant comments				Landlord / agent comments	TENANT AGREES	Tenant comments
	CLEAN	UNDAMAGED	WORKING				CLEAN	UNDAMAGED	WORKING			
Walls / picture hooks												
Built-in wardrobe / shelves												
Doors / doorway frames												
Windows / screens / window safety devices												
Ceiling / light fittings												
Blinds / curtains												

CONDITION REPORT RESIDENTIAL TENANCY AGREEMENT

ADDRESS OF PREMISES:

TENANT:
 COMMENCEMENT DATE:

CONDITION OF PREMISES AT START OF TENANCY					CONDITION OF PREMISES AT END OF TENANCY							
NOTE: SEE FRONT OF THIS FORM FOR INSTRUCTIONS FOR COMPLETION				Landlord / agent comments	TENANT AGREES	Tenant comments				Landlord / agent comments	TENANT AGREES	Tenant comments
	CLEAN	UNDAMAGED	WORKING				CLEAN	UNDAMAGED	WORKING			
Lights / power points												
Skirting boards												
Floor coverings												
Other												
Bedroom 3												
Walls / picture hooks												

CONDITION REPORT RESIDENTIAL TENANCY AGREEMENT

ADDRESS OF PREMISES:

TENANT:
 COMMENCEMENT DATE:

CONDITION OF PREMISES AT START OF TENANCY					CONDITION OF PREMISES AT END OF TENANCY							
NOTE: SEE FRONT OF THIS FORM FOR INSTRUCTIONS FOR COMPLETION				Landlord / agent comments	TENANT AGREES	Tenant comments				Landlord / agent comments	TENANT AGREES	Tenant comments
	CLEAN	UNDAMAGED	WORKING				CLEAN	UNDAMAGED	WORKING			
Skirting boards												
Floor coverings												
Other												
Bathroom												
Walls / tiles												
Floor tiles / floor coverings												

CONDITION REPORT RESIDENTIAL TENANCY AGREEMENT

ADDRESS OF PREMISES:

TENANT:
 COMMENCEMENT DATE:

CONDITION OF PREMISES AT START OF TENANCY					CONDITION OF PREMISES AT END OF TENANCY								
NOTE: SEE FRONT OF THIS FORM FOR INSTRUCTIONS FOR COMPLETION	CLEAN UNDAMAGED WORKING			Landlord / agent comments	TENANT AGREES	Tenant comments	CLEAN UNDAMAGED WORKING			TENANT AGREES	Landlord / agent comments	TENANT AGREES	Tenant comments
	Heating / exhaust fan / vent												
Other													
Security / Safety													
External door locks													
Window locks													
Keys / other security devices													

ADDRESS OF
 PREMISES:

TENANT:

COMMENCEMENT

DATE:

If no, specify which items:

MINIMUM STANDARDS

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

Are the premises structurally sound? Yes No

Note. Premises are structurally sound only if the:

- (a) floors, ceilings, walls, supporting structures (including foundations), doors, windows, roof, stairs, balconies, balustrades and railings are:
 - (i) in a reasonable state of repair, and
 - (ii) are not liable to collapse because they are rotted or otherwise defective, and
- (b) floors, ceiling, walls and supporting structures are not subject to significant dampness, and
- (c) roof, ceilings and windows do not allow water penetration into the premises.

Does the premises have adequate:

- (a) natural or artificial lighting in each room (excluding storage rooms or garages)? Yes No
- (b) ventilation? Yes No
- (c) electricity outlet sockets or gas outlet sockets for the supply of lighting and heating to the premises, and for the use of appliances in the premises? Yes No
- (d) plumbing and drainage? Yes No

UTILITIES

Are the premises:

- (a) supplied with electricity? Yes No
- (b) supplied with gas? Yes No
- (c) connected to a water supply service or infrastructure that supplies water (including, but not limited to, a water bore or water tank) that is able to supply to the premises hot and cold water for drinking and ablution and cleaning activities? Yes No

Does the premises contain bathroom facilities, including toilet and washing facilities that allow privacy for the user? Yes No

Does the tenant agree with all of the above? Yes No

If no, specify which items:

HEALTH ISSUES

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

- (a) are there any signs of mould and dampness? Yes No
- (b) are there any pests and vermin? Yes No
- (c) has any rubbish been left on the premises? Yes No
- (d) are the premises listed on the Loose-Fill Asbestos Insulation Register? Yes No

SMOKE ALARMS

The landlord must indicate the following:

Have smoke alarms been installed in the residential premises in accordance with the *Environmental Planning and Assessment Act 1979* (including any regulations made under that Act)? Yes No

Have all the smoke alarms installed on the residential premises been checked and found to be in working order? Yes No

Date last checked:

Have the removable batteries in all the smoke alarms been replaced within the last 12 months, except for removable lithium batteries? Yes N/A

Date batteries were last changed:

Have the batteries in all the smoke alarms that have a removable lithium battery been replaced in the period specified by the manufacturer of the smoke alarm? Yes N/A

Date batteries were last changed:

Note. Section 64A of the *Residential Tenancies Act 2010* provides that repairs to a smoke alarm includes maintenance of a smoke alarm in working order by installing or replacing a battery in the smoke alarm.

OTHER SAFETY ISSUES

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

- Are there any visible signs of damaged appliances (if appliances are included as part of the tenancy)? Yes No
- Are there any visible hazards relating to electricity (e.g. a loose or damaged electricity outlet socket, loose wiring or sparking power points)? Yes No
- Are there any visible hazards relating to gas (e.g. a loose or damaged gas outlet socket or an open-ended gas pipe or valve)? Yes No

Does the tenant agree with all of the above? Yes No

COMMUNICATION FACILITIES

The landlord must indicate whether the following communications facilities are available:

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

WATER USAGE CHARGING AND EFFICIENCY DEVICES

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

Are the residential premises separately metered? Yes No

The landlord must indicate the following:

- (a) all showerheads have a maximum flow rate of 9 litres per minute Yes No
- (b) on and from 23 March 2025, all toilets are dual flush toilets with a minimum 3 star rating in accordance with the WELS scheme Yes N/A
- (c) all internal cold water taps and single mixer taps in kitchen sinks or bathroom hand basins have a maximum flow rate of 9 litres per minute Yes No
- (d) the premises have been checked and any leaking taps or toilets on the residential premises have been fixed Yes No

Date the premises were last checked to see if it is compliant with the water efficiency measures:

Water meter reading at START of tenancy: Lph

Date of reading:

Water meter reading at END of tenancy: Lph

Date of reading:

FURNITURE: (See attached list)

CONDITION REPORT RESIDENTIAL TENANCY AGREEMENT

ADDITIONAL COMMENTS ON MINIMUM STANDARDS, HEALTH ISSUES, SMOKE ALARMS, OTHER SAFETY ISSUES, COMMUNICATION FACILITIES, WATER USAGE CHARGING AND EFFICIENCY DEVICES
*[may be added by landlord or tenant, or both]***APPROXIMATE DATES WHEN WORK LAST DONE ON RESIDENTIAL PREMISES**

Installation, repair or maintenance of smoke alarms:

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:

Note. Further items and comments may be added on additional pages signed by the landlord /agent and the tenant and attached to this report.

Are additional pages attached to this report?

Yes

No

PHOTOGRAPHS / VIDEO RECORDINGS OF THE PREMISES *[Please attach]*
Condition report at START of tenancy

Landlord / Agent's Signature

Date

Tenant's Signature

Date

Condition report at END of tenancy

Landlord / Agent's Signature

Date

Tenant's Signature

Date