

## 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.

Water meter reading							
Date:    /    /							

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	<b>A. M. Realty Pty Ltd</b>
Water Meter Location/No.	

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

Tenant		<div style="display: flex; justify-content: space-around; width: 100px;"> <span>Clean</span> <span>Undamaged</span> <span>Working</span> </div>			Item	Lessor / Agent
Other items or comments (if any)						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 Tops/Tiling	
					Sink/Disposal Unit/Taps	
					Stove Top/Griller	
					Oven	
					Exhaust Fan/Rangehood	
					Dishwasher	
				Power Points		
Family Room					Doors/Walls	
					Wardrobe/Drawers	
					Windows/Screens	
					Blinds/Curtains	
					Ceiling/Light Fittings	
					Floor/Floor Coverings	
				Power Points		

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

Tenant		<div style="display: flex; justify-content: space-between; width: 100%;"> <span>Clean</span> <span>Undamaged</span> <span>Working</span> </div>			Item	Lessor / Agent
Other items or comments (if any)						Comment on Tenant's Report
Bedroom 1				Doors/Walls		
				Wardrobe/Drawers/Shelves		
				Windows/Screens		
				Blinds/Curtains		
				Ceiling/Light Fittings		
				Floor/Floor Coverings		
Ensuite				Power Points		
				Doors/Walls/Tiling		
				Windows/Screens		
				Blinds/Curtains		
				Ceiling/Light Fittings		
				Floor/Floor Coverings		
				Bath		
				Shower/Shower Screen		
				Wash Basin/Vanity		
				Mirror/Cabinet		
Bedroom 2				Towel Rails		
				Toilet		
				Power Points		
				Doors/Walls		
				Wardrobe/Drawers/Shelves		
				Windows/Screens		
Bedroom 3				Blinds/Curtains		
				Ceiling/Light Fittings		
				Floor/Floor Coverings		
				Power Points		
				Doors/Walls		
				Wardrobe/Drawers/Shelves		
Bedroom 4				Windows/Screens		
				Blinds/Curtains		
				Ceiling/Light Fittings		
				Floor/Floor Coverings		
				Power Points		
				Doors/Walls		
Other				Wardrobe/Drawers/Shelves		
				Windows/Screens		
				Blinds/Curtains		

Tenant's  
Signature/s

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Lessor/Agent's  
Signature

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# Exit Condition Report - General Tenancies - Page 3

Tenant		<div style="display: flex; justify-content: space-around; font-size: small;"> <span>Clean</span> <span>Undamaged</span> <span>Working</span> </div>			Item	Lessor / Agent
Other items or comments (if any)						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	
Laundry					Toilet	
					Power Points	
					Doors/Walls	
					Windows/Screens	
					Blinds/Curtains	
					Ceiling/Light Fittings	
					Floor/Floor Coverings	
General					Wash Tubs	
					Washing Machine/Dryer	
					Power Points	
					Smoke Alarms	
					Security Devices	
					Balcony/Porch/Deck	
					Garage/Car Port/Storeroom	
					Gates/Fences	
					Grounds/Garden	
					Staircases/Railings	
					Street Number/Letter Box	
					Paving/Pergola	
					Hot Water System	
					Keys/Locks/Remotes	
				Pool/Equipment		
				Wheelie & Recycle Bins		
				Garden Shed		
				Electrical Safety Switch		

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
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Postcode

Tenant's Forwarding Address
.....
Postcode

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Postcode