

Condition Report

Residential Tenancies Act 1997



What the landlord/agent has to do

Before the tenant moves into the premises the landlord/agent must:

1. Complete the landlord/agent section of this form.
2. Sign and date the form. You may wish to photocopy the form for your records before giving to the tenant.
3. Give the form to the tenant to complete. Inform the tenant they have three business days to complete, sign and return the landlord's/agent's copy of this report.
4. At the end of the tenancy, complete the exit report on the back of the landlord's copy.

What the tenant has to do

1. You must complete and sign this form and any attachments and return it to the landlord or agent **within three business days** of moving into the premises. **If you fail to complete this report accurately you may have difficulty claiming your full bond back at the end of the tenancy.**
2. Inspect the premises and complete the tenant section of this form. Make a comment where you disagree with the landlord's/agent's description of an item.
3. Sign and date the form.
4. Tear off the top copy and return it to the landlord or agent.
5. Keep the tenant's copy as a record.

Important information for landlords and tenants

- This form is printed on carbonless paper and will produce copies for the landlord and tenant. To fill out the form, place on a hard surface and write firmly.
- If a bond is taken, you **must** complete a *Condition Report* at the start of each tenancy. If a bond is not taken it is strongly recommended you still complete a *Condition Report*.
- This report is an **important written record** of the condition of the premises. Both the landlord or agent and the tenant should keep signed copies for future reference. It may be used as evidence in any dispute about cleaning, damage, safety or missing items. It is vital that you complete the report comprehensively and note anything which seems unsafe or insecurely fixed. For examples of unsafe situations, see the section on Condition Reports in *Renting a home: a guide for tenants and landlords*.
- If you do not have enough space to list all items you want covered in this report, attach a separate sheet. **All attachments should be signed and dated by both the landlord or agent and the tenant** to show that both parties have read and agree to any attachments. Both the landlord or agent and the tenant should keep copies of any attachments for future reference.
- If you need advice on your rights and responsibilities, then ring the Consumer Affairs Helpline on 1300 55 81 81 **before** completing and signing the *Condition Report*.
- *Condition Reports* are available free of charge from Consumer Affairs Victoria.

Please print neatly

Address of premises		Postcode
Name of landlord	Name of agent (if applic)	
Name of tenant(s)		

Landlord/agent section				Tenant section	
Each item has been given a column description of 'clean', 'undamaged', 'working'. Tick each column that applies to the item and make any necessary comments.				If you disagree with the landlord's/agent's report of an item, make a comment in this section. You should also note here anything which seems unsafe or may be an injury risk.	
Tick if applicable					
Room and item	Clean	Undamaged	Working	Landlord/agent comments	Tenant comments
Entrance Hall	Doors				
	Walls				
	Windows/screens				
	Blinds/curtains				
	Ceiling				
	Light fittings				
	Floor coverings				
	Power points				
	Built in cupboard				
Loungeroom	Doors				
	Walls				
	Windows/screens				
	Blinds/curtains				
	Ceiling				
	Light fittings				
	Floor coverings				
	TV/power points				
Kitchen/Meals	Doors				
	Walls				
	Windows/screens				
	Blinds/curtains				
	Ceiling				
	Light fittings				
	Floor coverings				
	Power points				
	Cupboards/drawers				
	Bench tops				
	Tiling				
	Sink/disposal unit/taps				
	Hot plates/stove top				
	Griller				
	Oven				
Exhaust fan/rangehood					
Dishwasher					
Bedroom 1	Doors				
	Walls				
	Wardrobe/drawers				
	Windows/screens				
	Blinds/curtains				
	Ceiling				
	Light fittings				
	Floor coverings				
Power points					
Ensuite	Doors				
	Walls				
	Tiling				
	Windows/screens				
	Blinds/curtains				
	Ceiling				
	Light fittings				
	Floor coverings				
	Power points				
	Bath/taps				
	Shower/screen/taps				
	Wash basin/taps				
	Mirror/cabinet				
	Towel rails				
Toilet					
Exhaust fan/heating					

Room and item	Clean			Undamaged			Working			Landlord/agent comments	Tenant comments
Bedroom 2	Doors										
	Walls										
	Wardrobe/drawers										
	Windows/screens										
	Blinds/curtains										
	Ceiling										
	Light fittings										
	Floor coverings										
	Power points										
Bedroom 3	Doors										
	Walls										
	Wardrobe/drawers										
	Windows/screens										
	Blinds/curtains										
	Ceiling										
	Light fittings										
	Floor coverings										
	Power points										
Main bathroom	Doors										
	Walls										
	Tiling										
	Windows/screens										
	Blinds/curtains										
	Ceiling										
	Light fittings										
	Floor coverings										
	Power points										
	Bath/taps										
	Shower/screen/taps										
	Wash basin/taps										
	Mirror/cabinet										
	Towel rails										
Toilet											
Exhaust fan/heating											
Laundry	Doors										
	Walls										
	Windows/screens										
	Blinds/curtains										
	Ceiling										
	Light fittings										
	Floor coverings										
	Power points										
	Wash trough/taps										
General	Balcony/porch										
	Staircases										
	Garage/car port										
	Gates/fences										
	Grounds										
	Street no./letterbox										
	Paving/BBQ										
	Hot water system										
	Security system										
	Keys										
	Intercom/security phone										
	Telephone										
	Heating/Air conditioning										
	Smoke detectors										
	Clothes line										
	Front garden										
	Back and side garden										
Number of picture hooks											

I agree with the landlord's/agent's report except where I have commented.

Landlord's or agent's signature

Tenant(s) signature(s)

Date

/ /

Date

/ /

When complete, return this copy to landlord or agent

Please print neatly

Address of premises		Postcode
Name of landlord	Name of agent (if applic)	
Name of tenant(s)		

Landlord/agent section				Tenant section	
Each item has been given a column description of 'clean', 'undamaged', 'working'. Tick each column that applies to the item and make any necessary comments.				If you disagree with the landlord's/agent's report of an item, make a comment in this section. You should also note here anything which seems unsafe or may be an injury risk.	
Tick if applicable					
Room and item	Clean	Undamaged	Working	Landlord/agent comments	Tenant comments
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	Walls				
	Windows/screens				
	Blinds/curtains				
	Ceiling				
	Light fittings				
	Floor coverings				
	Power points				
	Built in cupboard				
Loungeroom	Doors				
	Walls				
	Windows/screens				
	Blinds/curtains				
	Ceiling				
	Light fittings				
	Floor coverings				
	TV/power points				
Kitchen/Meals	Doors				
	Walls				
	Windows/screens				
	Blinds/curtains				
	Ceiling				
	Light fittings				
	Floor coverings				
	Power points				
	Cupboards/drawers				
	Bench tops				
	Tiling				
	Sink/disposal unit/taps				
	Hot plates/stove top				
	Griller				
	Oven				
Exhaust fan/rangehood					
Dishwasher					
Bedroom 1	Doors				
	Walls				
	Wardrobe/drawers				
	Windows/screens				
	Blinds/curtains				
	Ceiling				
	Light fittings				
	Floor coverings				
Power points					
Ensuite	Doors				
	Walls				
	Tiling				
	Windows/screens				
	Blinds/curtains				
	Ceiling				
	Light fittings				
	Floor coverings				
	Power points				
	Bath/taps				
	Shower/screen/taps				
	Wash basin/taps				
	Mirror/cabinet				
	Towel rails				
Toilet					
Exhaust fan/heating					

Room and item	Clean			Undamaged			Working			Landlord/agent comments	Tenant comments
Bedroom 2	Doors										
	Walls										
	Wardrobe/drawers										
	Windows/screens										
	Blinds/curtains										
	Ceiling										
	Light fittings										
	Floor coverings										
	Power points										
Bedroom 3	Doors										
	Walls										
	Wardrobe/drawers										
	Windows/screens										
	Blinds/curtains										
	Ceiling										
	Light fittings										
	Floor coverings										
	Power points										
Main bathroom	Doors										
	Walls										
	Tiling										
	Windows/screens										
	Blinds/curtains										
	Ceiling										
	Light fittings										
	Floor coverings										
	Power points										
	Bath/taps										
	Shower/screen/taps										
	Wash basin/taps										
	Mirror/cabinet										
	Towel rails										
Toilet											
Exhaust fan/heating											
Laundry	Doors										
	Walls										
	Windows/screens										
	Blinds/curtains										
	Ceiling										
	Light fittings										
	Floor coverings										
	Power points										
	Wash trough/taps										
General	Balcony/porch										
	Staircases										
	Garage/car port										
	Gates/fences										
	Grounds										
	Street no./letterbox										
	Paving/BBQ										
	Hot water system										
	Security system										
	Keys										
	Intercom/security phone										
	Telephone										
	Heating/Air conditioning										
	Smoke detectors										
	Clothes line										
	Front garden										
	Back and side garden										
Number of picture hooks											

I agree with the landlord's/agent's report except where I have commented.

Landlord's or agent's signature

Tenant(s) signature(s)

Date

/ /

Date

/ /

Tenant's copy

Exit Condition Report

To be completed by the landlord/agent at the end of tenancy

Each item has been given a column description of 'clean', 'undamaged', 'working'.

Tick each column that applies to the item and make any necessary comments.

Attach separate page(s) with comments if you need extra space.

Room and item		Clean	Undamaged	Working	Comments	Room and item		Clean	Undamaged	Working	Comments
Entrance Hall	Doors					Bedroom 2	Doors				
	Walls						Walls				
	Windows/screens						Wardrobe/drawers				
	Blinds/curtains						Windows/screens				
	Ceiling						Blinds/curtains				
	Light fittings						Ceiling				
	Floor coverings						Light fittings				
	Power points						Floor coverings				
	Built in cupboard						Power points				
Lounge room	Doors					Bedroom 3	Doors				
	Walls						Walls				
	Windows/screens						Wardrobe/drawers				
	Blinds/curtains						Windows/screens				
	Ceiling						Blinds/curtains				
	Light fittings						Ceiling				
	Floor coverings						Light fittings				
	TV/power points						Floor coverings				
Kitchen/Meals	Doors					Main bathroom	Doors				
	Walls						Walls				
	Windows/screens						Tiling				
	Blinds/curtains						Windows/screens				
	Ceiling						Blinds/curtains				
	Light fittings						Ceiling				
	Floor coverings						Light fittings				
	Power points						Floor coverings				
	Cupboards/drawers						Power points				
	Bench tops						Bath/taps				
	Tiling						Shower/screen/taps				
	Sink/disposal unit/taps						Wash basin/taps				
	Hot plates/stove top						Mirror/cabinet				
	Griller						Towel rails				
	Oven						Toilet				
Exhaust fan/rangehood					Exhaust fan/heating						
Dishwasher					Laundry	Doors					
Bedroom 1	Doors						Walls				
	Walls						Windows/screens				
	Wardrobe/drawers						Blinds/curtains				
	Windows/screens						Ceiling				
	Blinds/curtains						Light fittings				
	Ceiling						Floor coverings				
	Light fittings						Power points				
	Floor coverings						Wash trough/taps				
	Power points					General	Balcony/porch				
Ensuite	Doors						Staircases				
	Walls						Garage/car port				
	Tiling						Gates/fences				
	Windows/screens						Grounds				
	Blinds/curtains						Street no./letterbox				
	Ceiling						Paving/BBQ				
	Light fittings						Hot water system				
	Floor coverings						Security system				
	Power points						Keys				
	Bath/taps						Intercom/security phone				
	Shower/screen/taps						Telephone				
	Wash basin/taps						Heating/Air conditioning				
	Mirror/cabinet						Smoke detectors				
	Towel rails						Clothes line				
	Toilet					Front garden					
Exhaust fan/heating					Back and side garden						
					Number of picture hooks						

Landlord's or agent's signature

Date

 / /

Translating and Interpreting Service

131 450

Telephone Interpreter Service

If you have difficulty understanding English, contact the Translating and Interpreting Service (TIS) on 131 450 (for the cost of a local call) and ask to be put through to an Information Officer at Consumer Affairs Victoria on 1300 55 81 81.

Arabic

إذا كان لديك صعوبة في فهم اللغة الإنكليزية، اتصل بخدمة الترجمة التحريرية والشفوية (TIS) على الرقم 131 450 (بكلفة مكالمة محلية) واطلب أن يوصلوك بموظف معلومات في دائرة شؤون المستهلك في فكتوريا على الرقم 1300 55 81 81.

Turkish İngilizce anlamakta güçlük çekiyorsanız, 131 450'den (şehir içi konuşma ücretine) Yazılı ve Sözlü Tercümanlık Servisini (TIS) arayarak 1300 55 81 81 numaralı telefondan Victoria Tüketici İşleri'ni aramalarını ve sizi bir Danışma Memuru ile görüşturmelerini isteyiniz.

Vietnamese Nếu quý vị không hiểu tiếng Anh, xin liên lạc với Dịch Vụ Thông Phiên Dịch (TIS) qua số 131 450 (với giá biểu của cú gọi địa phương) và yêu cầu được nối đường dây tới một Nhân Viên Thông Tin tại Bộ Tiêu Thụ Sự Vụ Victoria (Consumer Affairs Victoria) qua số 1300 55 81 81.

Somali Haddii aad dhibaato ku qabto fahmida Ingiriiska, La xiriir Adeega Tarjumida iyo Afcelinta (TIS) telefoonka 131 450 (qiimaha meesha aad joogto) weydiisuna in lagugu xiro Sarkaalka Macluumaadka ee Arrimaha Macmiilaha Fiktooriya tel: 1300 55 81 81.

Chinese 如果您聽不大懂英語，請打電話給口譯和筆譯服務處，電話：131 450 (祇花費一個普通電話費)，讓他們幫您接通維多利亞消費者事務處 (Consumer Affairs Victoria) 的信息官員，電話：1300 55 81 81。

Serbian Ako vam je teško da razumete engleski, nazovite Službu prevodilača i tumača (Translating and Interpreting Service - TIS) na 131 450 (po cenu lokalnog poziva) i zamolite ih da vas povežu sa Službenikom za informacije (Information Officer) u Viktorijskoj Službi za potrošačka pitanja (Consumer Affairs Victoria) na 1300 55 81 81.

Amharic አንገሉዝኛ ቋንቋ ለመረዳት ችግር ካለብዎ የአስተርጓሚ አገልግሎትን (TIS) በስልክ ቁጥር 131 450 [በአካባቢ ጥሪ ሂሳብ] በመደወል በሲክተሪያ ደንበኞች ጉዳይ ጸ/ቤት በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቅራቢ ሠራተኛ ጋር አንዲያደርግዎ መጠየቅ።

Dari

اگر شما مشکل دانستن زبان انگلیسی دارید، با اداره خدمات ترجمانی تحریری وشفاهی (TIS) به شماره ۱۳۱ ۴۵۰ به قیمت مخابره محلی تماس بگیرید. وبخواهید که شما را به کارمند معلومات دفتر امور مراجعین ویکتوریا به شماره ۱۳۰۰ ۵۵ ۸۱ ۸۱ ارتباط دهد.

Croatian Ako ne razumijete dovoljno engleski, nazovite Službu tumača i prevoditelja (TIS) na 131 450 (po cijeni mjesnog poziva) i zamolite da vas spoje s djelatnikom za obavijesti u Consumer Affairs Victoria na 1300 55 81 81.

Greek Αν έχετε δυσκολίες στην κατανόηση της αγγλικής γλώσσας, επικοινωνήστε με την Υπηρεσία Μετάφρασης και Διερμηνείας (TIS) στο 131 450 (με το κόστος μιας τοπικής κλήσης) και ζητήστε να σας συνδέσουν με έναν Υπάλληλο Πληροφοριών στην Υπηρεσία Προστασίας Καταναλωτών Βικτώριας (Consumer Affairs Victoria) στον αριθμό 1300 55 81 81.

Italian Se avete difficoltà a comprendere l'inglese, contattate il servizio interpreti e traduttori, cioè il "Translating and Interpreting Service" (TIS) al 131 450 (per il costo di una chiamata locale), e chiedete di essere messi in comunicazione con un operatore addetto alle informazioni del dipartimento "Consumer Affairs Victoria" al numero 1300 55 81 81.