

Exit condition report – general tenancies (Form 14a)

Residential Tenancies and Rooming Accommodation Act 2008
(Section 66)



Address of the rental premises

	Postcode
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Details of the tenant/s

1. Full name/s	
Forwarding address	Postcode
Phone	Mobile
Email	
2. Full name/s	
Forwarding address	Postcode
Phone	Mobile
Email	

3. Full name/s	
Forwarding address	Postcode
Phone	Mobile
Email	

Name/trading name of the lessor/agent

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Water meter reading at end of tenancy:

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Date / /

Tenant/s initials 1. 2. 3.

The Entry (and Exit) reports provide evidence of the condition of the premises at the beginning and ending of the tenancy. Take time to fill these forms in carefully. These documents may be referred to as evidence if there is a dispute over the bond refund at the end of the tenancy.

Tenant

1. Inspect the premises.
2. Mark each item on the list *clean, working, undamaged* (where applicable).
3. Make a note of any extra items in the *additional comments/information* section.
4. Initial each page of the report. Give it to the lessor/agent as soon as possible once the agreement ends.
5. Talk to the lessor/agent if you disagree about the condition of the premises. Comments can be recorded in the *additional comments/information* section (Page 7) or by attaching a separate page.
6. Retain the signed copy of the report from the lessor/agent.

Supporting documentation has been attached Yes No

Lessor/agent

1. Inspect the premises.
2. Include comments where you disagree with the tenant's report.
3. Initial each page of the report.
4. Talk to the tenant if you disagree about the condition of the premises. Any agreement can be recorded in the *additional comments/information* section.
5. Return a signed copy of the report to the tenant within 3 business days. Retain a copy for at least one year after the tenancy agreement ends.

Note: The *Entry condition report (Form 1a)* is compared to this *Exit condition report (Form 14a)* at the end of the tenancy.

Do not send to the RTA – give this form to the lessor/agent, keep a copy for your records.

Lessor/agent initials



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Insert **Y/✓** = Yes
Insert **N/X** = No

Clean	
Working	
Undamaged	

Tenant/s
Comments (if any)

Lessor/agent
Comment on tenant/s report

Kitchen/meals			
Doors/walls/ceiling			
Windows/screens			
Blinds/curtains			
Fans/light fittings			
Floor/floor coverings			
Cupboards/drawers			
Bench tops/tiling			
Sink/disposal unit/taps			
Stove top			
Oven/griller			
Exhaust fan/rangehood			
Dishwasher			
Power points			
Dining room			
Doors/walls/ceiling			
Windows/screens			
Blinds/curtains			
Fans/light fittings			
Floor/floor coverings			
TV/power points			
Air conditioner			

Tenant/s initials	1.	2.	3.	Lessor/agent initials
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Insert **Y**✓ = Yes
 Insert **N**X = No

	Clean	Working	Undamaged	Tenant/s Comments (if any)	Lessor/agent Comment on tenant/s report
Bedroom 1					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wardrobe/drawers/shelves					
Power points					
Air conditioner					
Ensuite					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Bath/shower/shower screen					
Wash basin/vanity					
Mirror/cabinet					
Towel rails					
Toilet					
Power points					
Exhaust fan					

Tenant/s initials	1.	2.	3.	Lessor/agent initials
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Insert **Y/✓** = Yes
 Insert **N/X** = No

Clean
Working
Undamaged

Tenant/s
 Comments (if any)

Lessor/agent
 Comment on tenant/s report

	Clean	Working	Undamaged	Tenant/s Comments (if any)	Lessor/agent Comment on tenant/s report
Bedroom 2					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wardrobe/drawers/shelves					
Power points					
Air conditioner					
Bedroom 3					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wardrobe/drawers/shelves					
Power points					
Air conditioner					
Bedroom 4					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wardrobe/drawers/shelves					
Power points					
Air conditioner					

Tenant/s initials	1.	2.	3.	Lessor/agent initials
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Insert **Y/✓** = Yes
 Insert **N/X** = No

Clean	Working	Undamaged
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Tenant/s
 Comments (if any)

Lessor/agent
 Comment on tenant/s report

Bathroom	Tenant/s	Lessor/agent
Doors/walls/ceiling		
Windows/screens		
Blinds/curtains		
Fans/light fittings		
Floor/floor coverings		
Bath		
Shower/shower screen		
Wash basin/vanity		
Mirror/cabinet		
Towel rails		
Power points		
Exhaust fan		
Toilet		
Toilet		
Doors/walls/ceiling		
Cistern		
Light fittings		
Exhaust fan		
Laundry		
Doors/walls/ceiling		
Windows/screens		
Blinds/curtains		
Fans/light fittings		
Floor/floor coverings		
Wash tubs		
Washing machine/dryer		
Power points		

Tenant/s initials	1.	2.	3.	Lessor/agent initials
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Undamaged	<input type="checkbox"/>
Working	<input type="checkbox"/>
Clean	<input type="checkbox"/>

Insert **Y/✓** = Yes
 Insert **N/X** = No

Tenant/s
 Comments (if any)

Lessor/agent
 Comment on tenant/s report

General	Tenant/s Comments (if any)	Lessor/agent Comment on tenant/s report
Smoke alarms		
Security devices		
Electrical safety switches		
Hot water system		
Keys/locks/remotes		
Staircases/railings		
Wheelle & recycle bins		
Pool/equipment		
Street number/letter box		
External walls		
Balcony/porch/deck		
Awning/gutters		
Paving/ pergola		
Garage/car port/storeroom		
Garden shed		
Gates/fences		
Grounds/garden		
External taps/hose		
Clothes line		
Solar panels		
Paths/driveway		

Additional comments/information

Lessor/agent

Signature	Date / /
Print name	

Tenant 1

Signature	Date / /
Print name	

Tenant 2

Signature	Date / /
Print name	

Tenant 3

Signature	Date / /
Print name	