

Exit condition report – general tenancies (Form 14a)

Residential Tenancies and Rooming Accommodation Act 2008
(Section 66)



Address of the rental premises

	Postcode

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	

Note: If 4 tenants, details can be inserted on the last page of this report.

Name/trading name of the lessor/agent

TDC Residential Sales ATF TDC Residential Sales Unit Trust T/as My Home Now

Water meter reading at end of tenancy:

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Date

/	/
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 Meter Location:

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Tenant/s initials	1. <table border="1"><tr><td></td></tr></table>		2. <table border="1"><tr><td></td></tr></table>		3. <table border="1"><tr><td></td></tr></table>		4. <table border="1"><tr><td></td></tr></table>	

Lessor/agent initials

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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 9) or by attaching a separate page.
Supporting documentation has been attached Yes No
6. Retain the signed copy of the report from the lessor/agent.

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.



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Residential Tenancies and Rooming Accommodation Act 2008 (Section 66)



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

Entry					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Power points					
Lounge room					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
TV/power points					
Air conditioner					
Family 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.	4.	Lessor/agent initials	
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Insert **Y**/ = Yes
 Insert **N**/ = No

Clean	Working	Undamaged
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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.	4.
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Lessor/agent initials

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Clean	Working	Undamaged
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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.	4.
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Lessor/agent initials

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Clean	Working	Undamaged
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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.	4.	Lessor/agent initials	
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Clean	Working	Undamaged
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Tenant/s
Comments (if any)

Lessor/agent
Comment on tenant/s report

Bathroom				
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. <input type="text"/>	2. <input type="text"/>	3. <input type="text"/>	4. <input type="text"/>	Lessor/agent initials	<input type="text"/>
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Clean	Working	Undamaged
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Tenant/s
 Comments (if any)

Lessor/agent
 Comment on tenant/s report

General				
Smoke alarms*				
Security devices				
Electrical safety switches				
Hot water system				
Keys/locks/remotes				
Staircases/railings				
Wheelie & 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				

***Smoke Alarms** - In relation to smoke alarms, where the boxes 'working' &/or 'undamaged' have been ticked, it confirms only that at the time of testing, each smoke alarm's battery & alarm sounder were working.

ADDITIONAL ROOMS

Toilet 2				
Doors/walls/ceiling				
Cistern				
Light fittings				
Exhaust fan				

Tenant/s initials	1.	2.	3.	4.	Lessor/agent initials	
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Clean	Working	Undamaged
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Tenant/s
Comments (if any)

Lessor/agent
Comment on tenant/s report

Bathroom 2				
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				
Other Room				
Doors/walls/ceiling				
Windows/screens				
Blinds/curtains				
Fans/light fittings				
Floor/floor coverings				
Wardrobe/drawers/ shelves				
Power points				
Air conditioner				
Hallway				
Doors/walls/ceiling				
Light fittings				
Floor/floor coverings				

Tenant/s initials	1. <input type="text"/>	2. <input type="text"/>	3. <input type="text"/>	4. <input type="text"/>	Lessor/agent initials	<input type="text"/>
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Tenant/s
Comments (if any)

Lessor/agent
Comment on tenant/s report

Study				
Doors/walls/ceiling				
Windows/screens				
Blinds/curtains				
Fans/light fittings				
Floor/floor coverings				
Power points				
Air conditioner				
Media Room				
Doors/walls/ceiling				
Windows/screens				
Blinds/curtains				
Fans/light fittings				
Floor/floor coverings				
TV/power points				
Air conditioner				

Furniture List

Tenant 4 Details

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

Additional comments/information

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Lessor/agent

Signature	Date / /
Print name My Rental Home Now	

Gas bottle level	Water tank level	Pool safety certificate location
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Tenant 1

Signature	Date / /
Print name	

Tenant 2

Signature	Date / /
Print name	

Tenant 3

Signature	Date / /
Print name	

Tenant 4

Signature	Date / /
Print name	