

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	

Name/trading name of the lessor/agent

BEYOND RESERVE PTY LTD T/AS HARCOURTS COASTAL

Water meter reading at end of tenancy:

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Date

	/		/	
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Tenant/s initials

1.		2.		3.	
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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 7) 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 tenant/s, keep a copy for your records.



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Insert **Y** = Yes
Insert **N** = No

Clean	Working	Undamaged
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Tenant/s
Comment on lessor/agent report

Lessor/agent
Comments (if any)

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. Lessor/agent initials

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Insert **Y** = Yes
 Insert **N** = No

Clean	Working	Undamaged
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Tenant/s
 Comment on lessor/agent report

Lessor/agent
 Comments (if any)

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
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Clean	Working	Undamaged
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Tenant/s
Comment on lessor/agent report

Lessor/agent
Comments (if any)

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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Clean	Working	Undamaged
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Tenant/s
 Comment on lessor/agent report

Lessor/agent
 Comments (if any)

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.
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Lessor/agent initials

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Clean	Working	Undamaged
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Tenant/s
 Comment on lessor/agent report

Lessor/agent
 Comments (if any)

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.	2.	3.
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Lessor/agent initials

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Clean	Working	Undamaged
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Tenant/s
Comment on lessor/agent report

Lessor/agent
Comments (if any)

General	Clean	Working	Undamaged	Tenant/s	Lessor/agent
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					

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	