



residential tenancies authority

EXIT CONDITION REPORT – General Tenancies Form 14a (1 of 8 pages) Residential Tenancies Act 1994 (Section 42)

Here's What You Do (Tenant):

1. Complete the details at the top of page one (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 this form.
5. Sign and complete EACH PAGE of the report and complete your contact details on the last page.
6. When submitting the report to the Lessor/Agent ask them to sign your copy of the report as proof that it was received from you and ensure that you receive a photocopy of the report and explain to them they must forward or issue a copy to you within three (3) business days.
7. 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.
8. 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 comment 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. Compare 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. Sign EACH PAGE of the report.
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.

If you require further information or assistance, contact the Residential Tenancies Authority on 1300 366 311.

**Exit Condition Report – General Tenancies Page 1
Residential Tenancies Act 1994 (Section 42a)**

Address of rental premises:		Post Code:
Name of Tenant/s:		Water Reading:
Name of Agent: North Shore Realty Sunshine Coast		Vacate Date:
Address for ALL keys to be returned: 2 / 936 David Low Way, Marcoola	PH: 07 54 489 111	Gas Refill Receipt Attached: YES / NO

Agent Other items or comments (if any)		Description Yes = ✓ or No = x			Tenant Other items or comments (if any)
		Good and Clean	Working	Undamaged	
ENTRY	COMMENTS	GC	W	UD	COMMENTS
Doors / Walls					
Ceiling / Light fittings					
Windows / Screens					
Blinds / Curtains					
Floor Coverings					
Power Points					
Door Bell					
Further Comments:					
KITCHEN	COMMENTS	GC	W	UD	COMMENTS
Stove Top & Underneath					
Griller / Griller Tray					
Oven/ Racks					
Sink /Disposal Unit /taps					
Cupboards / Drawers					
Bench tops					
Exhaust Fan / Vent					
Floor Covering					
Blinds / Curtains					
Walls / Doors					
Windows / Screens					
Ceiling / Light Fittings					
Power point / Switches					
Dishwasher					
Further Comments:					

Tenant Signature.....Tenant Signature.....Tenant Signature..... Lessor/Agent Signature..... Date...../...../.....

Form 14a - Exit Condition Report – General Tenancies Page 2 - Residential Tenancies Act 1994 (Section 42a)

Agent Other items or comments (if any)		Description Yes = ✓ or No= x			Tenant Other items or comments (if any)
		Good and Clean	Working	Undamaged	
LOUNGE	COMMENTS	GC	W	UD	COMMENTS
Doors / Walls					
Windows / Screens					
Window Coverings					
Ceiling / Light Fittings					
Floor Coverings					
TV Booster / Point					
Power Points / Switches					
Air Con / Fans					
Further Comments:					
DINING	COMMENTS	GC	W	UD	COMMENTS
Doors / Walls					
Windows / Screens					
Window Coverings					
Ceiling / Light Fittings					
Floor Coverings					
TV Booster / Point					
Power Points / Switches					
Air Con / Fans					
Further Comments:					
OTHER ROOM 1	COMMENTS	GC	W	UD	COMMENTS
Wardrobe / Mirrors					
Doors / Walls					
Windows / Screens					
Window Coverings					
Ceiling / Light Fittings					
Floor Coverings					
Power Points / Switches					
TV Point					
Air Con / Fans					
Further Comments:					

Tenant Signature.....Tenant Signature.....Tenant Signature..... Lessor/Agent Signature..... Date...../...../.....

Form 14a - Exit Condition Report – General Tenancies Page 2 - Residential Tenancies Act 1994 (Section 42a)

Agent Other items or comments (if any)		Description Yes = ✓ or No= x			Tenant Other items or comments (if any)
		Good and Clean	Working	Undamaged	
BEDROOM 1	COMMENTS	GC	W	UD	COMMENTS
Wardrobe / Mirrors					
Doors / Walls					
Windows / Screens					
Window Coverings					
Ceiling / Light Fittings					
Floor Coverings					
Power Points / Switches					
TV Point					
Air Con / Fans					
Further Comments:					
BEDROOM 2	COMMENTS	GC	W	UD	COMMENTS
Wardrobe / Mirrors					
Doors / Walls					
Windows / Screens					
Window Coverings					
Ceiling / Light Fittings					
Floor Coverings					
Power Points / Switches					
TV Point					
Air Con / Fans					
Further Comments:					
BEDROOM 3	COMMENTS	GC	W	UD	COMMENTS
Wardrobe / Mirrors					
Doors / Walls					
Windows / Screens					
Window Coverings					
Ceiling / Light Fittings					
Floor Coverings					
Power Points / Switches					
TV Point					
Air Con / Fans					
Further Comments:					

Tenant Signature.....Tenant Signature.....Tenant Signature..... Lessor/Agent Signature..... Date...../...../.....

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Agent Other items or comments (if any)		Description Yes = ✓ or No = x			Lessor/Agent Other items or comments (if any)	
		Good and Clean	Working	Undamaged		
BEDROOM 4	COMMENTS	GC	W	UD	COMMENTS	
Wardrobe / Mirrors						
Doors / Walls						
Windows / Screens						
Window Coverings						
Ceiling / Light Fittings						
Floor Coverings						
Power Points / Switches						
TV Point						
Air Con / Fans						
Further Comments:						
ENSUITE	COMMENTS	GC	W	UD	COMMENTS	
Doors / Walls / Tiling						
Windows / Screens						
Window Coverings						
Ceilings / Light Fittings						
Floor Coverings						
Bath / Spa						
Shower						
Shower Screen / Curtain						
Basin / Vanity / Mirror						
Towelrail / Soap Holder						
Exhaust Fan/Vent						
Power Points / Switches						
Further Comments:						
TOILET	COMMENTS	GC	W	UD	COMMENTS	
Bowl / Seat / Cistern						
Exhaust Fan / Vent						
Floor / Coverings						
Blinds / Curtains						
Walls / Doors						
Windows / Screens						
Ceiling / Light Fittings						
Further Comments:						

Tenant Signature.....Tenant Signature.....Tenant Signature..... Lessor/Agent Signature..... Date...../...../.....

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Agent Other items or comments (if any)		Description Yes = ✓ or No = x			Tenant Other items or comments (if any)	
		Good and Clean	Working	Undamaged		
BATHROOM	COMMENTS	GC	W	UD	COMMENTS	
Doors / Walls / Tiling						
Windows / Screens						
Window Coverings						
Ceilings / Light Fittings						
Floor Coverings						
Bath / Spa						
Shower						
Shower Screen / Curtain						
Basin / Vanity / Mirror						
Towelrail / Soap Holder						
Exhaust Fan / Vent						
Power Points / Switches						
Combined Toilet						
Further Comments:						
LAUNDRY	COMMENTS	GC	W	UD	COMMENTS	
Doors / Walls						
Exhaust Fan / Vents						
Floor Coverings						
Window Coverings						
Cupboards						
Window / Screens						
Ceiling / Light Fittings						
Power points / Switches						
Dryer						
Washing Machine						
Further Comments:						
GARAGE/CARPORT	COMMENTS	GC	W	UD	COMMENTS	
Floor						
Doors / Walls						
Windows / Screens						
Shelves						
Ceiling / Light Fittings						
Power Points / Switches						
Further Comments:						

Tenant Signature.....Tenant Signature.....Tenant Signature..... Lessor/Agent Signature..... Date...../...../.....

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Agent Other items or comments (if any)		Description Yes = ✓ or No = x			Tenant Other items or comments (if any)
		Good and Clean	Working	Undamaged	
EXTERIOR	COMMENTS	GC	W	UD	COMMENTS
Letter Box & No.					
External Awnings					
Gutters / Eaves					
Staircase / Railings					
Balcony / Porch / Deck					
Concrete Footpaths					
Fences / Gates					
Gardens (Front)					
Lawn (Front)					
Gardens (Back)					
Lawns (Back)					
Garden Hose / Fittings					
Watering System					
Driveway					
TV Antenna / Amp					
Clothesline					
Garbage Bins					
Pool					
Pool Equipment					
Spa					
Spa Equipment					
Entertainment Area					
BBQ					
Further Comments:					
SHED	COMMENTS	GC	W	UD	COMMENTS
Floor					
Doors / Walls					
Windows / Screens					
Shelves					
Ceiling / Light Fittings					
Power Points / Switches					
Further Comments:					

Tenant Signature.....Tenant Signature.....Tenant Signature..... Lessor/Agent Signature..... Date...../...../.....

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Agent Other items or comments (if any)		Description Yes = ✓ or No = x			Tenant Other items or comments (if any)
		Good and Clean	Working	Undamaged	
GENERAL	COMMENTS	GC	W	UD	COMMENTS
Hot Water System					
Smoke Detectors					
Security System					
Remote Controls					
Telephone					
Roller Shutters					
SAFETY SWITCH	YES / NO , if no must be installed ASAP.				
Further Comments:					

Tenant Signature:..... Date: / /

Forwarding Address:..... **Day Time** Contact No:.....

Tenant Signature:..... Date: / /

Forwarding Address:..... **Day Time** Contact No:.....

Tenant Signature:..... Date: / /

Forwarding Address:..... **Day Time** Contact No:.....

Agent Signature:..... Date: / /

AGENTS Additional Comments/ Information:.....

The tenant must complete and give one copy of this exit condition report to the agent when returning all keys to our office