

Entry condition report – general tenancies (Form 1a)

Residential Tenancies and Rooming Accommodation Act 2008
(Section 65)



Address of the rental premises

	Postcode

Full name/s of the tenant/s

1.
2.
3.

Name/trading name of the lessor/agent

Moreton Bay Rentals Pty Ltd T/as Gold Property Group Moreton Bay
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Water charging

Tenants can only be charged for all water consumption if the rental premises are individually metered (or water is delivered by vehicle), the agreement states the tenant must pay for water *and* the premises are water efficient.

Are the premises individually metered? ☐ Yes ☐ No

Water meter reading at start of tenancy:

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Water meter location:

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Are the premises water efficient? ☐ Yes ☐ No

Certain fixtures must have the equivalent of a 3 star WELS rating or higher (evidence available if/as required).

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.

Lessor/agent

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. Give a signed copy of the report to the tenant. Keep a copy for your own records.
5. Ask the tenant to add their comments to the report, initial each page and return it to you within 3 days.
6. If the tenant disagrees about the condition of the premises, encourage them to discuss it with you. 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
7. Give a copy of the final report back to the tenant within 14 days of receiving it.
8. You must keep a copy of the report for at least one year after the tenancy agreement ends.

Tenant

1. Inspect the premises.
2. Comment on any item where you disagree with the lessor/agent, or if you believe the report does not reflect the true condition of the premises.
3. Talk to the lessor/agent if you disagree about the condition of the premises.
4. Initial each page of the report and send it to the lessor/agent within 3 days.
5. The lessor/agent must send you a copy of the final report. You may also want to make a copy for your own records.

If the condition report is not given to the tenant/s within 3 days of occupation, the tenant/s should obtain, complete and sign their own form and submit to the lessor/agent.

Entry condition reports must be completed in accordance with the Act. Penalties apply.

Do not send to the RTA—give this form to the tenant/s, keep a copy for your records.

The tenant/s have initially received a copy of this report on

Day

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 Date

/	/
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Lessor/agent initials

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Tenant/s initials

1.	2.	3.
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Insert **Y**/✓ = Yes
Insert **N**/X = No

Clean	Working	Undamaged
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Lessor/agent
Comments (if any)

Tenant/s
Comment on lessor/agent 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					

Lessor/agent initials		Tenant/s initials	1.	2.	3.
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Insert **Y**/✓ = Yes

Insert **N**/X = No

Clean	Working	Undamaged
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Lessor/agent

Comments (if any)

Tenant/s

Comment on lessor/agent 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					

Lessor/agent initials

Tenant/s initials

1.	2.	3.
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Clean	Working	Undamaged
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Lessor/agent
Comments (if any)

Tenant/s
Comment on lessor/agent 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					

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

Tenant/s
Comment on lessor/agent 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					

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

Clean	Working	Undamaged
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Lessor/agent

Comments (if any)

Tenant/s

Comment on lessor/agent 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					

Lessor/agent initials

Tenant/s initials

1.	2.	3.
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Clean	Working	Undamaged
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Lessor/agent

Comments (if any)

Tenant/s

Comment on lessor/agent 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 comments/information

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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	

Lessor/agent

Signature	Date / /
Print name	

Tenant 3

Signature	Date / /
Print name	