

## Here's what the tenant does

1. Completes the details at the top of page 2.
2. Inspects the premises and marks the 'Clean/Undamaged/Working' column as appropriate for each item in the premises. Where a mark is not appropriate for the item, writes a description in the 'Other items or comments (if any)' column.
3. If there are any items in the room that are not listed, adds them to the 'Other items or comments (if any)' column. The spare space can be used for details about additional items or attach supporting documentation.
4. Compares this report with the *Entry Condition Report* (Form 1a) completed at the beginning of the tenancy. Note any changes in the condition on this form.
5. Signs EACH PAGE of the report and, as soon as practicable after the agreement ends, gives a copy to the lessor/lessor's agent.
6. Talks to the lessor/agent if there are items where they disagree with the lessor/agent's assessment of the condition of the premises. Any agreement reached can be recorded in the 'Additional comments/information' section. If agreement cannot be reached then they can access the RTA's Dispute Resolution Service.
7. Retains the signed copy of the report received from the lessor/agent for their records.

## Here's what the lessor/agent does

1. Inspects the premises and comments 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. Compares 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. Signs 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 one year after the tenancy agreement ends.

Water meter reading

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

Date / /

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

Address of rental premises

Postcode

Name of tenant/s

Name of lessor/agent

Mamkal Pty Ltd T/A Graceville Realty

**Form 14a**  
**Exit Condition Report -**  
**General Tenancies - Page 2**

*Residential Tenancies and Roorring Accommodation Act 2008 (Section 66)*

|                 | Tenant<br>Other items or comments (if any) | Clean / Undamaged / Working |           |              | Item                    | Lessor / agent<br>Comment on tenant's report |  |
|-----------------|--------------------------------------------|-----------------------------|-----------|--------------|-------------------------|----------------------------------------------|--|
|                 |                                            | Clean                       | Undamaged | Working      |                         |                                              |  |
| Entry           |                                            |                             |           |              | Doors/Walls             |                                              |  |
|                 |                                            |                             |           |              | Windows/Screens         |                                              |  |
|                 |                                            |                             |           |              | Blinds/Curtains         |                                              |  |
|                 |                                            |                             |           |              | Ceiling/Light Fittings  |                                              |  |
|                 |                                            |                             |           |              | Floor/Floor Coverings   |                                              |  |
| Lounge Room     |                                            |                             |           |              | Power Points            |                                              |  |
|                 |                                            |                             |           |              | Doors/Walls             |                                              |  |
|                 |                                            |                             |           |              | Windows/Screens         |                                              |  |
|                 |                                            |                             |           |              | Blinds/Curtains         |                                              |  |
|                 |                                            |                             |           |              | Ceiling/Light Fittings  |                                              |  |
| Dining Room     |                                            |                             |           |              | Floor/Floor Coverings   |                                              |  |
|                 |                                            |                             |           |              | TV/Power Points         |                                              |  |
|                 |                                            |                             |           |              | Doors/Walls             |                                              |  |
|                 |                                            |                             |           |              | Windows/Screens         |                                              |  |
|                 |                                            |                             |           |              | Blinds/Curtains         |                                              |  |
| Kitchen / Meals |                                            |                             |           |              | Ceiling/Light Fittings  |                                              |  |
|                 |                                            |                             |           |              | Floor/Floor Coverings   |                                              |  |
|                 |                                            |                             |           |              | Cupboards/Drawers       |                                              |  |
|                 |                                            |                             |           |              | Bench Tops/Tiling       |                                              |  |
|                 |                                            |                             |           |              | Sink/Disposal Unit/Taps |                                              |  |
|                 |                                            |                             |           |              | Stove Top/Griller       |                                              |  |
|                 |                                            |                             |           |              | Oven                    |                                              |  |
|                 |                                            |                             |           |              | Exhaust Fan/Rangehood   |                                              |  |
|                 |                                            |                             |           |              | Dishwasher              |                                              |  |
|                 |                                            |                             |           |              | Power Points            |                                              |  |
|                 | Family Room                                |                             |           |              |                         | Doors/Walls                                  |  |
|                 |                                            |                             |           |              |                         | Windows/Screens                              |  |
|                 |                                            |                             |           |              | Blinds/Curtains         |                                              |  |
|                 |                                            |                             |           |              | Ceiling/Light Fittings  |                                              |  |
|                 |                                            |                             |           |              | Floor/Floor Coverings   |                                              |  |
|                 |                                            |                             |           | Power Points |                         |                                              |  |

Lessor/agent - sign and return to tenant - keep a copy for your records

Tenant/s signature

1.

2.

3.

Lessor/agent's signature

# Exit Condition Report - General Tenancies - Page 3

*Residential Tenancies and Rooming Accommodation Act 2008 (Section 66)*

|           | Tenant<br>Other items or comments (if any) | Clean<br>Undamaged<br>Working |  |              | Item                     | Lessor / agent<br>Comment on tenant's report |
|-----------|--------------------------------------------|-------------------------------|--|--------------|--------------------------|----------------------------------------------|
|           |                                            |                               |  |              |                          |                                              |
| Bedroom 1 |                                            |                               |  |              | Doors/Walls              |                                              |
|           |                                            |                               |  |              | Windows/Screens          |                                              |
|           |                                            |                               |  |              | Wardrobe/Drawers/Shelves |                                              |
|           |                                            |                               |  |              | Blinds/Curtains          |                                              |
|           |                                            |                               |  |              | Ceiling/Light Fittings   |                                              |
|           |                                            |                               |  |              | Floor/Floor Coverings    |                                              |
|           |                                            |                               |  |              | Power Points             |                                              |
| Ensuite   |                                            |                               |  |              | Doors/Walls/Tiling       |                                              |
|           |                                            |                               |  |              | Windows/Screens          |                                              |
|           |                                            |                               |  |              | Blinds/Curtains          |                                              |
|           |                                            |                               |  |              | Ceiling/Light Fittings   |                                              |
|           |                                            |                               |  |              | Floor/Floor Coverings    |                                              |
|           |                                            |                               |  |              | Bath                     |                                              |
|           |                                            |                               |  |              | Shower/Shower Screen     |                                              |
|           |                                            |                               |  |              | Wash Basin/Vanity        |                                              |
|           |                                            |                               |  |              | Mirror/Cabinet           |                                              |
|           |                                            |                               |  |              | Towel Rails              |                                              |
|           |                                            |                               |  |              | Toilet                   |                                              |
|           |                                            |                               |  | Power Points |                          |                                              |
| Bedroom 2 |                                            |                               |  |              | Doors/Walls              |                                              |
|           |                                            |                               |  |              | Windows/Screens          |                                              |
|           |                                            |                               |  |              | Wardrobe/Drawers/Shelves |                                              |
|           |                                            |                               |  |              | Blinds/Curtains          |                                              |
|           |                                            |                               |  |              | Ceiling/Light Fittings   |                                              |
|           |                                            |                               |  |              | Floor/Floor Coverings    |                                              |
|           |                                            |                               |  |              | Power Points             |                                              |
| Bedroom 3 |                                            |                               |  |              | Doors/Walls              |                                              |
|           |                                            |                               |  |              | Windows/Screens          |                                              |
|           |                                            |                               |  |              | Wardrobe/Drawers/Shelves |                                              |
|           |                                            |                               |  |              | Blinds/Curtains          |                                              |
|           |                                            |                               |  |              | Ceiling/Light Fittings   |                                              |
|           |                                            |                               |  |              | Floor/Floor Coverings    |                                              |
|           |                                            |                               |  |              | Power Points             |                                              |
| Bedroom 4 |                                            |                               |  |              | Doors/Walls              |                                              |
|           |                                            |                               |  |              | Windows/Screens          |                                              |
|           |                                            |                               |  |              | Wardrobe/Drawers/Shelves |                                              |
|           |                                            |                               |  |              | Blinds/Curtains          |                                              |
|           |                                            |                               |  |              | Ceiling/Light Fittings   |                                              |
|           |                                            |                               |  |              | Floor/Floor Coverings    |                                              |
|           |                                            |                               |  |              | Power Points             |                                              |

Lessor/agent - sign and return to tenant - keep a copy for your records

Tenant/s signature

|    |    |    |
|----|----|----|
| 1. | 2. | 3. |
|----|----|----|

Lessor/agent's signature

# Exit Condition Report - General Tenancies - Page 4

*Residential Tenancies and Rooming Accommodation Act 2008 (Section 66)*

|                 | Tenant<br>Other items or comments (if any) |       |           |                        | Item                     | Lessor / agent<br>Comment on tenant's report |
|-----------------|--------------------------------------------|-------|-----------|------------------------|--------------------------|----------------------------------------------|
|                 |                                            | Clean | Undamaged | Working                |                          |                                              |
| <b>Bathroom</b> |                                            |       |           |                        | Doors/Walls/Tiling       |                                              |
|                 |                                            |       |           |                        | Windows/Screens          |                                              |
|                 |                                            |       |           |                        | Blinds/Curtains          |                                              |
|                 |                                            |       |           |                        | Ceiling/Light Fittings   |                                              |
|                 |                                            |       |           |                        | Floor/Floor Coverings    |                                              |
|                 |                                            |       |           |                        | Bath                     |                                              |
|                 |                                            |       |           |                        | Shower/Shower Screen     |                                              |
|                 |                                            |       |           |                        | Wash Basin/Vanity        |                                              |
|                 |                                            |       |           |                        | Mirror/Cabinet           |                                              |
|                 |                                            |       |           |                        | Towel Rails              |                                              |
| <b>Laundry</b>  |                                            |       |           |                        | Toilet                   |                                              |
|                 |                                            |       |           |                        | Power Points             |                                              |
|                 |                                            |       |           |                        | Doors/Walls              |                                              |
|                 |                                            |       |           |                        | Windows/Screens          |                                              |
|                 |                                            |       |           |                        | Blinds/Curtains          |                                              |
|                 |                                            |       |           |                        | Ceiling/Light Fittings   |                                              |
|                 |                                            |       |           |                        | Floor/Floor Coverings    |                                              |
| <b>General</b>  |                                            |       |           |                        | Wash Tubs                |                                              |
|                 |                                            |       |           |                        | Washing Machine/Dryer    |                                              |
|                 |                                            |       |           |                        | Power Points             |                                              |
|                 |                                            |       |           |                        | Smoke Alarms             |                                              |
|                 |                                            |       |           |                        | Security Devices         |                                              |
|                 |                                            |       |           |                        | Balcony/Porch/Deck       |                                              |
|                 |                                            |       |           |                        | Garage/Carport/Storeroom |                                              |
|                 |                                            |       |           |                        | Gates/Fences             |                                              |
|                 |                                            |       |           |                        | Grounds/Garden           |                                              |
|                 |                                            |       |           |                        | Staircases/Railings      |                                              |
|                 |                                            |       |           |                        | Street Number/Letter Box |                                              |
|                 |                                            |       |           |                        | Paving/Pergola           |                                              |
|                 |                                            |       |           |                        | Hot Water System         |                                              |
|                 |                                            |       |           | Keys/Locks/Remotes     |                          |                                              |
|                 |                                            |       |           | Pool/Equipment         |                          |                                              |
|                 |                                            |       |           | Wheelie & Recycle Bins |                          |                                              |
|                 |                                            |       |           | Garden Shed            |                          |                                              |
|                 |                                            |       |           | Air conditioners/Fans  |                          |                                              |

Lessor/agent - sign and return to tenant - keep a copy for your records

Additional comments/information (Supporting documentation can be attached)

Lessor/agent's signature

Date

/ /

Tenant 1 signature

Date

/ /

Tenant 2 signature

Date

/ /

Tenant 3 signature

Date

/ /

Forwarding address

Postcode

Forwarding address

Postcode

Forwarding address

Postcode