

Lessor/agent:

1. Inspect the premises and mark the 'clean/undamaged/working' column for each item in the premises. Where a mark is not appropriate, write a description in the 'Other items or comments (if any)' column.
2. If there are any items in the room that are not listed, add them to the 'Other items or comments (if any)' column. The spare space can be used for details about additional items.
3. Give a signed copy of the report to the tenant/s (keep a copy for your own records). Explain to the tenant/s that they must add their comments to the report, sign each page and return it to you within three days.
4. Encourage the tenant/s to discuss any items where they disagree with the your assessment of the condition of the premises. Any agreement reached can be recorded in the 'additional comments/information' section, or supporting documentation can be attached to the report.
5. Make sure each page of the report is signed by all parties, and give a copy of the final report back to the tenant/s within 14 days of receiving it from the tenant/s.
6. Keep the signed copy of the report from the tenant/s, so it can be compared with the condition of the premises at the end of the tenancy. You must keep a copy of the report for at least one year after the tenancy agreement ends.

Tenant:

1. Inspect the premises and comment on any item where you disagree with the lessor/agent's report, or where you believe the report does not reflect the true condition of the premises.
2. Discuss with the lessor/agent any items where you disagree with their assessment.
3. Sign each page of the report.
4. Return a signed copy of each page to the lessor/agent within three days. Although the lessor/agent is required to provide you with a copy of the final report, you may also like to make a copy for your own records.
5. Use this report when preparing the Exit Condition Report at the end of the tenancy.

Water Charging

Under Queensland renting laws, tenants can only be charged for water consumption costs 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 also water efficient

Are the premises individually metered? Yes No

Water meter reading at start of tenancy:

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Are the premises water efficient?
For the premises to be water efficient, certain fixtures in the premises must have the equivalent of a 3 star WELS rating or higher.

Are the following fixtures in the premises water efficient

- | | | |
|---------------------------|------------------------------|-----------------------------|
| Kitchen sink taps | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Hand Basins | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Laundry taps (tub) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Showerheads | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Toilets | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Signature of lessor or lessor's agent Date

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The Act contains penalties for non-compliance with its requirements for preparing, signing and providing copies of the condition reports.
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

Form 1a
Entry Condition Report -
General Tenancies - Page 2

Residential Tenancies and Rooming Accommodation Act 2008 (Section 65)

	Lessor / agent Other items or comments (if any)	Clean / Undamaged / Working			Item	Tenant Comment on lessor/agent's report
		Clean	Undamaged	Working		
Entry					Doors/walls	
					Windows/screens	
					Blinds/curtains	
					Ceiling/light Fittings	
					Floor/floor coverings	
					Power points	
Lounge Room					Doors/walls	
					Windows/screens	
					Blinds/curtains	
					Ceiling/light fittings	
					Floor/floor coverings	
					TV/power points	
Dining Room					Doors/walls	
					Windows/screens	
					Blinds/curtains	
					Ceiling/light fittings	
					Floor/floor coverings	
					TV/power points	
Kitchen / Meals					Doors/walls	
					Windows/screens	
					Blinds/curtains	
					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	

Tenant - sign and return to lessor/agent - keep a copy for your records

Lessor/agent's signature

Tenant/s signature

1.

2.

3.

Entry Condition Report - General Tenancies - Page 3

Residential Tenancies and Rooming Accommodation Act 2008 (Section 65)

	Lessor / agent Other items or comments (if any)				Item	Tenant Comment on lessor/agent's report
		Clean	Undamaged	Working		
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	
					Wardrobe/drawers/shelves	
					Windows/screens	
					Blinds/curtains	
					Ceiling/light fittings	
					Floor/floor coverings	
					Power points	
Bedroom 3					Doors/walls	
					Wardrobe/drawers/shelves	
					Windows/screens	
					Blinds/curtains	
					Ceiling/light fittings	
					Floor/floor coverings	
					Power points	
Bedroom 4					Doors/walls	
					Wardrobe/drawers/shelves	
					Windows/screens	
					Blinds/curtains	
					Ceiling/light fittings	
					Floor/floor coverings	
					Power points	

Tenant - sign and return to lessor/agent - keep a copy for your records

Lessor/agent's signature

Tenant/s signature

1.	2.	3.
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Entry Condition Report - General Tenancies - Page 4

Residential Tenancies and Rooming Accommodation Act 2008 (Section 65)

	Lessor / agent Other items or comments (if any)	Clean	Undamaged	Working	Item	Tenant Comment on lessor/agent's report
Bathroom					Doors/Walls/Tiling	
					Windows/Screens	
					Blinds/Curtains	
					Ceiling/Light Fittings	
					Floor/Floor Coverings	
					Bath	
					Shower/Shower Screen	
					Wash Basin/Vanity	
					Mirror/Cabinet	
					Towel Rails	
Laundry					Toilet	
					Power Points	
					Doors/Walls	
					Windows/Screens	
					Blinds/Curtains	
					Ceiling/Light Fittings	
					Floor/Floor Coverings	
General					Wash Tubs	
					Washing Machine/Dryer	
					Power Points	
					Smoke Alarms	
					Security Devices	
					Electrical safety switches	
					Balcony/Porch/Deck	
					Garage/Car Port/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		

Tenant - sign and return to lessor/agent - keep a copy for your records

Additional comments/information
(supporting documentation can be attached)

Lessor/agent signature	Date	Tenant 2 signature	Date
	/ /		/ /
Tenant 1 signature	Date	Tenant 3 signature	Date
	/ /		/ /