

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

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Water meter reading at end of tenancy:

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Date

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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.

If an agreement was made to attach fixtures or make structural changes during the tenancy, you may need to consider the terms of the agreement when completing the Exit condition report (Form 14a).

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 8) 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.

To prevent disputes, the RTA strongly advises both parties ensure the meter reading is recorded in both entry and exit conditions reports at the beginning and end of the tenancy.

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 lessor/agent, keep a copy for your records.

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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

Clean	Working	Undamaged
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Tenant/s
Comments (if any)

Lessor/agent
Comment on tenant/s 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					

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
Comments (if any)

Lessor/agent
Comment on tenant/s 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					

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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

Clean	Working	Undamaged
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Tenant/s
Comments (if any)

Lessor/agent
Comment on tenant/s report

Bedroom 1					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wardrobe/drawers/shelves					
Power points					
Air conditioner					
Smoke alarms					
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. <input type="text"/>	2. <input type="text"/>	3. <input type="text"/>	Lessor/agent initials <input type="text"/>
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Insert **Y** = Yes

Insert **N** = No

Clean	Working	Undamaged
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Tenant/s
Comments (if any)

Lessor/agent
Comment on tenant/s report

Bedroom 2					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wardrobe/drawers/shelves					
Power points					
Air conditioner					
Smoke alarms					
Bedroom 3					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wardrobe/drawers/shelves					
Power points					
Air conditioner					
Smoke alarms					

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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Insert **N** = No

Clean	Working	Undamaged
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Tenant/s
Comments (if any)

Lessor/agent
Comment on tenant/s report

Bedroom 4					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wardrobe/drawers/shelves					
Power points					
Air conditioner					
Smoke alarms					
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					

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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Insert **N** = No

Clean	Working	Undamaged
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Tenant/s
Comments (if any)

Lessor/agent
Comment on tenant/s report

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					
General					
Smoke alarms					
Security devices					
Electrical safety switches					
Hot water system					
Keys/locks/remotes					
Staircases/railings					
Wheelie & recycle bins					

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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Tenant/s
Comments (if any)

Lessor/agent
Comment on tenant/s report

General - Continued					
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	



Other languages: You can access a [free interpreter service](#) by calling the RTA on 1300 366 311 (Monday to Friday, 8:30am to 5:00pm).