

Schedule 2: Condition report (Outgoing)

How to complete this report

- Three copies, or one electronic copy, of this condition report should be completed and signed by the landlord or the landlord's agent.
- Two copies, or one electronic copy, of the report, which have been completed and signed by the landlord or the landlord's agent, must be given to the tenant before or when the tenant signs the agreement. The landlord or landlord's agent keeps the third copy or an electronic copy.
- Before the tenancy begins, the landlord or the landlord's agent must inspect the residential premises and record the condition of the premises by indicating whether the particular room item is clean, undamaged and working by placing "Y" (YES) or "N" (NO) in the appropriate column (see example below). Where necessary, comments should be included in the report. The landlord or the landlord's agent must also indicate "yes" or "no" in relation to the matters set out under the headings "Minimum standards", "Health issues", "Smoke alarms", "Other safety issues", "Communications facilities" and "Water usage charging and efficiency devices".
- As soon as possible after the tenant signs the agreement, the tenant must inspect the residential premises and complete the tenant section of the condition report. The tenant indicates agreement or disagreement with the condition indicated by the landlord or landlord's agent by placing "Y" (YES) or "N" (NO) in the appropriate column and by making any appropriate comments on the form. The tenant may also comment on the matters under the headings "Minimum standards", "Health issues", "Smoke alarms", "Other safety issues", "Communications facilities" and "Water usage charging and efficiency devices".
- The tenant must return one copy of the completed condition report, or a completed electronic copy, to the landlord or landlord's agent within 7 days after taking possession of the residential premises and is to keep the other copy or a completed electronic copy. The tenant is not required to do this if the landlord or landlord's agent has failed to give the tenant either two copies, or one electronic copy, of the completed condition report (see 2 above).
- If photographs or video recordings are taken at the time the inspection is carried out, it is recommended that all photographs or video recordings are verified and dated by all parties. Any photographs should be attached to this condition report, in hard copy or electronically, under the heading "Photographs/video recordings of the premises". Any video recordings should be attached to this condition report electronically. NOTE: Photographs and/or video recordings are not a substitute for accurate written descriptions of the condition of the premises.
- At, or as soon as practicable after, the termination of the tenancy agreement, both the landlord or the landlord's agent and the tenant should complete the copy of the condition report that the landlord, landlord's agent or the tenant has retained, indicating the condition of the premises at the end of the tenancy. This should be done in the presence of the other party, unless the other party has been given a reasonable opportunity to be present and has not attended the inspection.
- If the residential premises are separately metered for water and if the tenant is required to pay for water usage charges under the residential tenancy agreement, the landlord or landlord's agent must also indicate whether the residential premises has the required water efficiency measures.

Important notes about this report

- It is a requirement that a condition report be completed by the landlord and the tenant (see above). This condition report is an important record of the condition of the residential premises when the tenancy begins and may be used as evidence of the state of repair or general condition of the premises at the commencement of the tenancy. It is important to complete the condition report accurately. It may be vital if there is a dispute, particularly about the return of the rental bond money and any damage to the premises.
- At the end of the tenancy the premises will be inspected and the condition of the premises at that time will be compared to that stated in the original condition report.
- A tenant is not responsible for fair wear and tear to the premises. Fair wear and tear is a general term for anything that occurs through ordinary use, such as the carpet becoming worn in frequently used areas. Intentional damage, or damage caused by negligence, is not wear and tear.
- A condition report should be filled out whether or not a rental bond is paid.
- If you do not have enough space on the report attach additional pages. All attachments should be signed and dated by all parties to the residential tenancy agreement.
- Call Fair Trading on 13 32 20 or visit the website for information about the rights and responsibilities of landlords and tenants or before completing the condition report.

Sample condition report

Item	Condition of premises at START of tenancy					Condition of premises at END of tenancy				
	Y	N	Y	N	Comments	Y	N	Y	N	Comments
Basic development above safety level	Y					Y				
Water supply	Y					Y				
Electricity supply	Y					Y				
Gas supply	Y					Y				
Water usage charging and efficiency devices	Y					Y				
Smoke alarms	Y					Y				
Other safety issues	Y					Y				
Communications facilities	Y					Y				

Residential Tenancy Regulation Schedule 2: Condition report

Address of rental premises: 200 Hampden Road, Manly 2000

Tenants Name: Mark Lester

Name of Landlord: Grace Green

Lease Commencement Date: 20 Mar 2020

	Condition of premises at START of tenancy					Condition of premises at END of tenancy					
	Clean	Undamaged	Working	Landlord / Agent Comments	Tenant agrees	Tenant Comments	Clean	Undamaged	Working	Comments	Tenant agrees
Front Gardens				gardens require weeding						gardens weeded	
Driveway											
Paving				Clear of weeds						Clear of weeds	
Garden	Y	Y	Y	Prune roses			Y	Y	Y	Roses pruned	
Grass	Y	Y	Y	Mowed			Y	Y	Y	Mowed	
Fence	Y	N	Y	Requires painting			Y	Y	Y	Fence painted	
Verandah	Y	N	Y	Render crumbling			Y	Y	Y	Render fixed	
Carport											
Letterbox/Street Number	Y	N	Y	Requires painting. See photo			Y	Y	Y	Letterbox painted	
Gutters/Downpipes											
Rear Gardens				A lovely inspection, no problems to report						A lovely inspection, no problems to report	
Paving				Clear of weeds						Clear of weeds	
Garage											
Outside											
Floor											
Walls											
Ceiling											

Lessor/agent's initial

	Date:
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Tenant/s initial

	2.	3.	Date:
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Tenants Name: Mark Lester

Name of Landlord: Grace Green

Lease Commencement Date: 20 Mar 2020

	Condition of premises at START of tenancy					Condition of premises at END of tenancy					
	Clean	Undamaged	Working	Landlord / Agent Comments	Tenant agrees	Tenant Comments	Clean	Undamaged	Working	Comments	Tenant agrees
Lighting											
Points											
Entry/Exterior				Veranda wall needs render and painting						Veranda render fixed and painted	
Door											
Screen Door/Security Door	Y	Y	Y	Secure and working			Y	Y	Y	Secure and working	
Windows/Window Safety Devices											
Floor											
Skirting											
Walls											
Ceiling											
Entry Lighting				Security sensor light working			Y	Y	Y	Security sensor light working	
Points											
Corded Blinds and Window Coverings											
Bricks											
Kitchen/Meals				Pantry sensor light not working						Pantry sensor fixed	
Floor											
Skirting											
Walls											

Lessor/agent's initial

	Date:
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Tenant/s initial

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Name of Landlord: Grace Green

Tenants Name: Mark Lester

Lease Commencement Date: 20 Mar 2020

	Condition of premises at START of tenancy					Condition of premises at END of tenancy					
	Clean	Undamaged	Working	Landlord / Agent Comments	Tenant agrees	Tenant Comments	Clean	Undamaged	Working	Comments	Tenant agrees
Ceiling											
Lighting				Pantry sensor not working			Y	Y	Y	Pantry sensor working	
Points	Y	Y	Y				Y	Y	Y		
Windows/Window Safety Devices											
Bench	Y	Y	Y	No noted markings			Y	Y	Y	No noted markings	
Cupboard	Y	Y	N	Hing problems			Y	Y	Y	Hing fixed	
Drawer											
Sink											
Oven											
StoveTop											
RHood											
Pantry											
D/washer											
Corded Blinds and Window Coverings											
Theatre				Carpet has texta stain						Stain removed	
Power Sockets	Y	Y	Y	Smart wired with cable			Y	Y	Y	Smart wired with cable	
Walls	Y	Y	Y	Freshly painted			Y	Y	Y	Freshly painted	

Lessor/agent's initial

	Date:
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Tenant/s initial

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Name of Landlord: Grace Green

Tenants Name: Mark Lester

Lease Commencement Date: 20 Mar 2020

	Condition of premises at START of tenancy					Condition of premises at END of tenancy					
	Clean	Undamaged	Working	Landlord / Agent Comments	Tenant agrees	Tenant Comments	Clean	Undamaged	Working	Comments	Tenant agrees
Lights	Y	Y	N	2 down lights need new globes			Y	Y	Y	2 down light globes replaced	
Carpets	N	Y	Y	Require a clean			Y	Y	Y	Cleaned	
Lounge				Carpet require cleaning						Carpet cleaned	
Door											
Floor	N	Y	Y	Carpet requires cleaning			Y	Y	Y	Carpet cleaned	
Skirting											
Walls	Y	Y	Y	Freshly painted			Y	Y	Y	Freshly painted	
Blinds	N	Y	Y	Require cleaning			Y	Y	Y	Cleaned	
Ceiling	Y	Y	Y	Freshly painted			Y	Y	Y	Freshly painted	
Lighting	Y	Y	Y	All lights working			Y	Y	Y	All lights working	
Points											
Corded Blinds and Window Coverings											
Windows/Window Safety Devices											
Ceiling Fan/Air Conditioner	Y	Y	N	Requires servicing			Y	Y	N	Requires servicing	
Bathroom 1				floor tiles/tiling cracked						floor tiles/tiling cracked	
Door	Y	Y	Y				Y	Y	Y		
Floor	Y	Y	Y	All tiles wiped clean, area neatly presented.			Y	Y	Y	All tiles wiped clean, area neatly presented.	

Lessor/agent's initial

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Lease Commencement Date: 20 Mar 2020

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	Clean	Undamaged	Working	Landlord / Agent Comments	Tenant agrees	Tenant Comments	Clean	Undamaged	Working	Comments	Tenant agrees
Walls											
Ceiling											
Lighting											
Points											
Windows/Window Safety Devices											
Sink/Taps	Y	Y	N	tap(s) leaking			Y	Y	Y	tap(s) fixed	
Toilet											
Shower/Bath/Taps	Y	Y	Y	Wet areas are clean and tidy.			Y	Y	Y	Wet areas are clean and tidy.	
Mirror/Cabinet/Vanity											
Towel Rails	Y	Y	N	Requires new rail			Y	Y	Y	Towel rail replaced	
Toilet Roll Holder											
Heating/Exhaust Fan/Vent	Y	Y	N	Heat globe not working			Y	Y	Y	New heat globe installed	
Corded Blinds and Window Coverings											
Bathroom 2											
Door											
Floor											
Walls											
Ceiling											

Lessor/agent's initial

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Lease Commencement Date: 20 Mar 2020

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	Clean	Undamaged	Working	Landlord / Agent Comments	Tenant agrees	Tenant Comments	Clean	Undamaged	Working	Comments	Tenant agrees
Lighting											
Points											
Windows/Window Safety Devices											
Sink/Taps											
Toilet											
Shower/Bath/Taps											
Mirror/Cabinet/Vanity											
Towel Rails											
Toilet Roll Holder											
Heating/Exhaust Fan/Vent											
Corded Blinds and Window Coverings											
Bedroom 1											
Door	Y	Y	N	Scrapes when closing			Y	Y	N	Scrapes when closing	
Floor				carpet neat and clean			Y	Y	Y	carpet neat and clean	
Skirting											
Walls											
Ceiling											

Lessor/agent's initial

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	Clean	Undamaged	Working	Landlord / Agent Comments	Tenant agrees	Tenant Comments	Clean	Undamaged	Working	Comments	Tenant agrees
Lighting											
Points											
Corded Blinds and Window Coverings	N	Y	Y	Requires cleaning			Y	Y	Y	Blinds cleaned	
Wardrobe/Drawers/Shelves											
Windows/Window Safety Devices											
Ceiling Fan/Air Conditioner											
Bedroom 2											
Door											
Floor											
Skirting											
Walls											
Ceiling											
Lighting											
Points											
Corded Blinds and Window Coverings											
Wardrobe/Drawers/Shelves											
Windows/Window Safety Devices											
Ceiling Fan/Air											

Lessor/agent's initial

	Date:
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Tenant/s initial

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Tenants Name: Mark Lester

Name of Landlord: Grace Green

Lease Commencement Date: 20 Mar 2020

	Condition of premises at START of tenancy					Condition of premises at END of tenancy					
	Clean	Undamaged	Working	Landlord / Agent Comments	Tenant agrees	Tenant Comments	Clean	Undamaged	Working	Comments	Tenant agrees
Conditioner											
Bedroom 3											
Door											
Floor											
Skirting											
Walls											
Ceiling											
Lighting											
Points											
Corded Blinds and Window Coverings											
Wardrobe/Drawers/She Ives											
Windows/Window Safety Devices											
Ceiling Fan/Air Conditioner											
Dining											
Door											
Floor											
Skirting											
Walls											
Ceiling											

Lessor/agent's initial

	Date:
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Tenant/s initial

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Residential Tenancy Regulation Schedule 2: Condition report

Address of rental premises: 200 Hampden Road, Manly 2000

Tenants Name: Mark Lester

Name of Landlord: Grace Green

Lease Commencement Date: 20 Mar 2020

Condition of premises at START of tenancy						Condition of premises at END of tenancy				
Clean	Undamaged	Working	Landlord / Agent Comments	Tenant agrees	Tenant Comments	Clean	Undamaged	Working	Comments	Tenant agrees
			Lighting							
			Points							
			Windows/Window Safety Devices							
			Corded Blinds and Window Coverings							
			Ceiling Fan/Air Conditioner							
			Toilet							
			Door							
			Floor							
			Walls							
			Toilet							
			Roll Holder							
			Ceiling							
			Lighting							
			Windows/Window Safety Devices							
			Sink							
			Corded Blinds and Window Coverings							
			Laundry							
			Door							

Lessor/agent's initial

	Date:
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Tenant/s initial

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Lease Commencement Date: 20 Mar 2020

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	Clean	Undamaged	Working	Landlord / Agent Comments	Tenant agrees	Tenant Comments	Clean	Undamaged	Working	Comments	Tenant agrees
Floor											
Skirting											
Walls											
Untitled											
Ceiling											
Lighting											
Points											
Cupboard											
Bench											
Trough											
Washing Machine Taps											
Exhaust Fan/Vent											
Toilet											
Outside Door											
Corded Blinds and Window Coverings											
Windows/Window Safety Devices											
Security/Safety				Security doors all working House alarm working						Security doors all working House alarm working	

Lessor/agent's initial

	Date:
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Tenant/s initial

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Residential Tenancy Regulation Schedule 2: Condition report

Address of rental premises: 200 Hampden Road, Manly 2000

Tenants Name: Mark Lester

Name of Landlord: Grace Green

Lease Commencement Date: 20 Mar 2020

	Condition of premises at START of tenancy					Condition of premises at END of tenancy					
	Clean	Undamaged	Working	Landlord / Agent Comments	Tenant agrees	Tenant Comments	Clean	Undamaged	Working	Comments	Tenant agrees
Smoke Alarms											
RCD/Safety Switch											
Keys/Other Opening Devices											
Entry Lighting											
External Door Locks											

Lessor/agent's initial

	Date:
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Tenant/s initial

	2.	3.	Date:
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Residential Tenancy Regulation Schedule 2: Condition report

Address of rental premises: 200 Hampden Road, Manly 2000

Tenants Name: Mark Lester

Name of Landlord: Grace Green

Lease Commencement Date: 20 Mar 2020

Minimum Standards

The landlord must indicate whether the following apply to the premises:

1. Are the premises structurally sound?

Yes

Note: Premises are structurally sound only if the

- floors, ceilings, walls, supporting structures (including foundations), doors, windows, roof, stairs, balconies, balustrades and railings are (i) in a reasonable state of repair, and (ii) are not liable to collapse because they are rotted or otherwise defective, and
- floors, ceiling, walls and supporting structures are not subject to significant dampness, and
- roof, ceilings and windows do not allow water penetration into the premises.

2. Does the premises have adequate:

a) natural or artificial lighting in each room (excluding storage rooms or garages)?

Yes

b) ventilation?

Yes

c) electricity outlet sockets or gas outlet sockets for the supply of lighting and heating to the premises, and for the use of appliances in the premises?

Yes

d) plumbing and drainage?

Yes

Utilities:

3. Are the premises:

a) supplied with electricity?

Yes

b) supplied with gas?

Yes

c) connected to a water supply service or infrastructure that supplies water (including, but not limited to, a water bore or water tank) that is able to supply to the premises hot and cold water for drinking and ablution and cleaning activities?

Yes

4. Does the premises contain bathroom facilities, including toilet and washing facilities that allow privacy for the user?

Yes

5. Does the tenant agree with all the above?

Yes

If no, specify which items?

N/A

Health issues

The landlord must indicate whether the following apply to the premises:

a) Are there any signs of mould and dampness?

No

b) Are there any pests and vermin?

None

c) Has any rubbish been left on the premises?

No

d) Are the premises listed on the Loose-Fill Asbestos Insulation Register?

No

Smoke Alarms

The landlord must indicate the following:

1. Have smoke alarms been installed in the residential premises in accordance with the Environmental Planning and Assessment Act 1979 (including any regulations made under the Act)?

Yes

2. Have all the smoke alarms installed on the premises been checked and found to be in working order?

Yes, all working.

Date last checked

16/1/2020

3. Have the removable batteries in all the smoke alarms been replaced within the last 12 months, except for removable lithium batteries?

No

Date batteries were last changed:

Unknown

4. Have the batteries in all the smoke alarms that have removeable lithium battery been replaced in the period specified by the manufacturer of the smoke alarm?

N/A

Date batteries were last changed:

N/A

Note: Section 64 of the Residential Tenancies Act 2010 provides that repairs to a smoke alarm includes maintenance of a smoke alarm in working order by installing or replacing a battery in the smoke alarm.

Lessor/agent's initial

	Date:
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Tenant/s initial

	2.	3.	Date:
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Residential Tenancy Regulation Schedule 2: Condition report

Address of rental premises: 200 Hampden Road, Manly 2000

Tenants Name: Mark Lester

Name of Landlord: Grace Green

Lease Commencement Date: 20 Mar 2020

Other Safety Issues

The landlord must indicate whether the following apply to the premises:

1. Are there any visible signs of damaged appliances (if appliances are included as part of the tenancy)?

2. Are there any visible hazards relating to electricity (eg. A loose or damaged electricity outlet socket, loose wiring or sparking power points)?

3. Are there any visible hazards relating to gas (eg. A loose or damaged gas outlet socket or an open-ended gas pipe or valve)?

4. Does the tenant agree with all the above?

If no, specify which items?

Communication facilities

The landlord must indicate whether the following facilities are available:

a) a telephone line is connected to the residential premises

b) an internet line is connected to the residential premises

Water Usage Charging and Efficiency Devices

[only applicable if tenant pays water usage charges for the residential premises]

1. Are the residential premises separately metered?

2. The Landlord must indicate the following:

a) all showerheads have a maximum flow rate of 9 litres per minute

b) on and from 23rd March 2025, all toilets are dual flush toilets with a minimum 3 star rating in accordance with the WELS scheme

c) all internal cold water taps and single mixer taps in kitchen sinks or bathroom hand basins have a maximum flow rate of 9 litres per minute

d) the premises have been checked and any leaking taps or toilets on the residential premises have been fixed

Water Usage Charging and Efficiency Devices (Continued)

Date the premises were last checked to see if it is compliant with the water efficiency measures:

Water meter reading at START of tenancy: Lph

Date of reading:

Water meter reading at END of tenancy: Lph

Date of reading:

Additional comments on minimum standards, health issues, smoke alarms, other safety issues, communication facilities, water usage charging and efficiency devices
[May be added by landlord or tenant, or both]

None at this time

Approximate dates when work last done on residential premises

Installation, repair or maintenance of smoke alarms

Painting of premises (external):

Painting of premises (internal):

Flooring laid/replaced/cleaned:

Lessor/agent's initial

<input type="text"/>	Date: <input type="text"/>
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Tenant/s initial

<input type="text"/>	2. <input type="text"/>	3. <input type="text"/>	Date: <input type="text"/>
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Residential Tenancy Regulation Schedule 2: Condition report

Address of rental premises: 200 Hampden Road, Manly 2000

Tenants Name: Mark Lester

Name of Landlord: Grace Green

Lease Commencement Date: 20 Mar 2020

Landlord/agent's signature:

Date:

Tenant's signature:

Date:

Landlord's promise to undertake work: [Delete if not required]

The landlord agrees to undertake the following cleaning, repairs, additions or other work during the tenancy: PLumber will fix bathroom tap

The landlord agrees to complete that work by: End of March 2020

Lessor/agent's initial

	Date:
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Tenant/s initial

	2.	3.	Date:
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Residential Tenancy Regulation Schedule 2: Condition report

Address of rental premises: 200 Hampden Road, Manly 2000

Tenants Name: Mark Lester

Name of Landlord: Grace Green

Lease Commencement Date: 20 Mar 2020

Our Summary
Taken : 20/03/2020 - 13:18



Lessor/agent's initial

	Date:
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Tenant/s initial

	2.	3.	Date:
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