



WHAT IS A CONDITION REPORT?

As a tenant, it is crucial that you complete and hand in your condition report upon entering your new rental property. The steps below will explain what is required by you:

- Firstly you need to go through the property and thoroughly check off the condition report.
- Fill in the 'Tenant Agrees' section with a Y or N, depending on whether you agree or disagree.
- You may need to elaborate on the comments, so please feel free to write on the condition report if needed.
- Once you have gone through the condition report, please sign and date on the bottom of every page.
- Once completed, please bring back to our office **within 7 days of entering the property**
- We will take a copy and keep the original in your file.

The importance of a condition report protects you and the landlord against any discrepancies upon vacating the property. For example, if you do not fill in a condition report signed and dated, it is possible you could be liable for any damage that was not noted by you on your condition report.

If you have any further questions, please do not hesitate to ask.

