

# Exit condition report – general tenancies (Form 14a)

Residential Tenancies and Rooming Accommodation Act 2008  
(Section 66)



## Address of the rental premises

	Postcode <b>0</b>

## 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

Network Agencies (QLD) Pty Ltd T/As Ray White MtGravatt Central
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Water meter reading at end of tenancy: 

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Date 

/	/
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 Meter Location: 

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Tenant/s initials 

1.	2.	3.
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Lessor/agent initials 

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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.

## 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 7) 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.

**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.**



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Insert **Y/✓** = Yes  
 Insert **N/X** = 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.
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Lessor/agent initials

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Insert **Y/✓** = Yes  
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Clean	Working	Undamaged
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**Tenant/s**  
 Comments (if any)

**Lessor/agent**  
 Comment on tenant/s report

<b>Bedroom 2</b>				
Doors/walls/ceiling				
Windows/screens				
Blinds/curtains				
Fans/light fittings				
Floor/floor coverings				
Wardrobe/drawers/shelves				
Power points				
Air conditioner				
<b>Bedroom 3</b>				
Doors/walls/ceiling				
Windows/screens				
Blinds/curtains				
Fans/light fittings				
Floor/floor coverings				
Wardrobe/drawers/shelves				
Power points				
Air conditioner				
<b>Bedroom 4</b>				
Doors/walls/ceiling				
Windows/screens				
Blinds/curtains				
Fans/light fittings				
Floor/floor coverings				
Wardrobe/drawers/shelves				
Power points				
Air conditioner				

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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Clean	Working	Undamaged
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**Tenant/s**  
 Comments (if any)

**Lessor/agent**  
 Comment on tenant/s report

<b>Bathroom</b>				
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				
<b>Toilet</b>				
Doors/walls/ceiling				
Cistern				
Light fittings				
Exhaust fan				
<b>Laundry</b>				
Doors/walls/ceiling				
Windows/screens				
Blinds/curtains				
Fans/light fittings				
Floor/floor coverings				
Wash tubs				
Washing machine/dryer				
Power points				

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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Clean	Working	Undamaged
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**Tenant/s**  
Comments (if any)

**Lessor/agent**  
Comment on tenant/s report

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

\***Smoke Alarms** - In relation to smoke alarms, where the boxes 'working' &/or 'undamaged' have been ticked, it confirms only that at the time of testing, each smoke alarm's battery & alarm sounder were working.

**Additional comments/information**

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**Lessor/agent**

Signature	Date / /
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Gas bottle level	Water tank level	Pool safety certificate location
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Print name
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**Tenant 1**

Signature	Date / /
Print name	

**Tenant 2**

Signature	Date / /
Print name	

**Tenant 3**

Signature	Date / /
Print name	