



**FORM 1**  
**Property Condition Report**  
*RESIDENTIAL TENANCIES ACT 1987 (WA)*  
Section 27C(6)

**HOW TO COMPLETE THIS FORM**

1. Before the tenancy begins, the lessor or the property manager should 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. Where necessary, comments should be included in the report.
2. Two copies of the report, which has been filled out and signed by the lessor or the property manager, must be given to the tenant within 7 days of the tenant moving into the premises.
3. As soon as possible after the tenant receives the property condition report, the tenant should inspect the residential premises and complete the tenant section on both copies of the report. The tenant indicates agreement or disagreement with the condition indicated by the lessor or the property manager by placing "Y" (YES) or "N" (NO) in the appropriate column and by making any appropriate comments on the form.
4. The tenant must return one copy of the completed property condition report to the lessor or the property manager within 7 days after receiving it. The tenant should keep the second copy of the property condition report.
5. If photographs or video recordings are taken at the time the property inspection is carried out, it is recommended that all photographs or video recordings are signed and dated by all parties. NOTE: Photographs and/or video recordings are not a substitute for accurate written descriptions of the condition of the property.
6. As soon as practicable, and in any event within 14 days after the termination of the tenancy agreement, the lessor or the property manager should complete a property condition report, indicating the condition of the premises at the end of the tenancy. This should be done in the presence of the tenant, unless the tenant has been given a reasonable opportunity to be present and has not attended the inspection.

**IMPORTANT NOTES ABOUT THIS PROPERTY CONDITION REPORT**

1. This property condition report is an important record of the condition of the residential premises when the tenancy begins. It may be used as evidence of the state of repair or general condition of the premises at the commencement of the tenancy if there is a dispute, particularly about the return of the security bond money and any damage to the premises. It is important to complete the property condition report accurately.
2. A property condition report must be filled out whether or not a security bond is paid.
3. At the end of the tenancy the premises must be inspected and the condition of the premises at that time will be compared to that stated in the original property condition report.
4. 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. Wilful and intentional damage, or damage caused by negligence, is not fair wear and tear.
5. If you do not have enough space on the report, attach a separate sheet. All attachments should be signed and dated by all of the parties to the residential tenancy agreement.
6. Information about the rights and responsibilities of lessors and tenants may be obtained by contacting the Department of Commerce on 1300 30 40 54 or visiting [www.commerce.wa.gov.au/ConsumerProtection](http://www.commerce.wa.gov.au/ConsumerProtection).

**For further information** about tenancy rights, refer to the *Residential Tenancies Act 1987* or contact the Department of Commerce on 1300 30 40 54 or [www.commerce.wa.gov.au/Consumer Protection](http://www.commerce.wa.gov.au/ConsumerProtection).

For Translating and Interpreting Services please telephone TIS on 13 14 50 and ask to speak to the Department of Commerce (1300 30 40 54) for assistance.

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Address of residential premises: \_\_\_\_\_

<b>ENTRY</b>	<b>Clean</b>	<b>Undamaged</b>	<b>Working</b>	<b>Tenant agrees</b>	<b>Comments</b>
front door					
screen door/security door					
walls/picture hooks					
windows/screens					
ceiling					
light fittings					
blinds/curtains					
power points					
floorcoverings					
<b>LOUNGE ROOM</b>	<b>Clean</b>	<b>Undamaged</b>	<b>Working</b>	<b>Tenant agrees</b>	<b>Comments</b>
doors/doorway frames					
walls/picture hooks					
windows/screens					
ceiling					
light fittings					
blinds/curtains					
TV/power points					
floorcoverings					
<b>DINING ROOM</b>	<b>Clean</b>	<b>Undamaged</b>	<b>Working</b>	<b>Tenant agrees</b>	<b>Comments</b>
doors/doorway frames					
walls/picture hooks					
windows/screens					
ceiling					
light fittings					
blinds/curtains					
power points					
floorcoverings					

<b>KITCHEN</b>	<b>Clean</b>	<b>Undamaged</b>	<b>Working</b>	<b>Tenant agrees</b>	<b>Comments</b>
Doors/doorway frames					
walls/picture hooks					
windows/screens					
ceiling					
light fittings					
blinds/curtains					
power points					
floorcoverings					
cupboards/drawers					
bench tops/tiling					
sink/taps					
stove top/hot plates					
oven/griller					
exhaust fan/range hood					
<b>EACH BEDROOM</b>	<b>Clean</b>	<b>Undamaged</b>	<b>Working</b>	<b>Tenant agrees</b>	<b>Comments</b>
doors/doorway frames					
walls/picture hooks					
windows/screens					
ceiling					
light fittings					
blinds/curtains					
power points					
floorcoverings					
<b>EACH BATHROOM</b>	<b>Clean</b>	<b>Undamaged</b>	<b>Working</b>	<b>Tenant agrees</b>	<b>Comments</b>
doors/doorway frames					
walls/tiles					
windows/screens					
ceiling					
light fittings					
blinds/curtains					

<b>EACH BATHROOM (cont'd)</b>	<b>Clean</b>	<b>Undamaged</b>	<b>Working</b>	<b>Tenant agrees</b>	<b>Comments</b>
power points					
floorcoverings					
bath/taps					
shower/screen/taps					
wash basin/taps					
mirror/cabinet/vanity					
towel rails					
toilet/cistern/seat					
toilet roll holder					
heating/exhaust fan/vent					
<b>LAUNDRY</b>	<b>Clean</b>	<b>Undamaged</b>	<b>Working</b>	<b>Tenant agrees</b>	<b>Comments</b>
doors/doorway frames					
walls/tiles					
windows/screens					
ceiling					
light fittings					
blinds/curtains					
power points					
floorcoverings					
washing machine taps					
exhaust fan/vent					
washing tub					
<b>SECURITY/ SAFETY</b>	<b>Clean</b>	<b>Undamaged</b>	<b>Working</b>	<b>Tenant agrees</b>	<b>Comments</b>
smoke alarms					
electrical safety switch					
keys/other opening devices					
<b>GENERAL</b>	<b>Clean</b>	<b>Undamaged</b>	<b>Working</b>	<b>Tenant agrees</b>	<b>Comments</b>
garden					
lawn/edges					
letterbox/street number					
water tanks/septic tanks					
garbage bins					

GENERAL (con'td)	Clean	Undamaged	Working	Tenant agrees	Comments
paving/driveways					
clothesline					
garage/carport/storeroom					
garden shed					
hot water system					
gutters/downpipes					

Approximate dates when work last done on residential premises:

Painting of premises (external): \_\_\_\_\_

Painting of premises (internal): \_\_\_\_\_

Floorcoverings laid: \_\_\_\_\_

Floorcoverings professionally cleaned: \_\_\_\_\_

**Note:** Further items and comments may be recorded on a separate sheet, signed by the lessor/property manager and the tenant, and attached to this report.

Signed by the **LESSOR/PROPERTY MANAGER**

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 [Signature of lessor/property manager]

Signed by the **TENANT**

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 [Signature of tenant]