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Property Condition Report



123 Applegrove Street, Mindarie WA

Tenants: John Smith & Jane Doe

Lease Start Date: 03/02/2015

Date Inspected: 02/02/2015

Managing Agent: Your Agency

PLEASE NOTE: Instructions on the following page are provided from the Department of Commerce Consumer Protection for your reference on how to complete the Property Condition Report Template.



Government of Western Australia
Department of Commerce
Consumer Protection

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.

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).

Legend: C – Clean U – Undamaged W – Working Y – Yes N - No

Property Condition Report							Final Bond Inspection <i>(Office use only)</i>				
Bedroom 1 (Master)	INSPECTION COMMENTS	C	U	W	TENANT AGREES	TENANT COMMENTS	C	U	W	TENANT AGREES	INSPECTION COMMENTS
Walls	Freshly painted with a pail/light grey throughout. Evident minor scuff marks on the lower left corner of the LHS wall to entry. Three white 3M “sticky hooks” present approximately 1.5 m from floor level on this same wall. RHS wall to entry shows signs of faded paint along the edges, although only visible in direct light. Walls throughout are in good clean condition and completely intact. There are no signs of settlement cracks, major marks, chips or scratches present.	Y	Y	Y							
Ceiling	Freshly painted crisp white ceiling, intact with no visible signs of damage. Centrally located is the light fitting described below. There are no signs of cracks, marks or visible damage throughout the ceiling space.	Y	Y	Y							
Light Fittings	Circular chrome base fitted with semi-transparent glass dish. Glass dish has a small chip present on outer rim. Three chrome prongs holding dish in place, all intact with no damage. Light bulb tested and in good working condition,	Y	N	Y							

	providing a bright white light.									
Switches / Power Points	White plastic light switch and cover located on RHS wall of entry. Clean, intact with no cracks or scratches. Switch tested in good working condition. X1 Double power point present on LHS wall to entry. White plastic cover clean and intact with no marks or scratches. Each socket tested and in good working condition.	Y	Y	Y						
Blinds / Curtains	X1 roller blind securely fitted to inner top windowsill with 'L' brackets. Composed of a dark/charcoal grey heavy fabric material, clean and un-tarnished. Fitted with chrome metal trimming on the bottom of blind, clean and intact with no damage or scratches. Operated by a single white beaded drawstring. Blind tested and in great working condition with no mechanical issues to report.	Y	Y	Y						
Windows / Screens	1 window comprising of a single fixed pane of clear, clean glass and a sliding clear, clean pane of glass. Flywire is fitted to the exterior of window frame on the RHS (sliding window side) and shows no signs of damage. All glass is cleaned and shows no scratches or marks, flywire is secure, black in colour with no tears present.	Y	Y	Y						
Window Frames / Sills	Secure gloss black metal window frames, with no signs of damage present. Inner tracks clean and clear of	Y	Y	Y						

	debris allowing window to slide easily. Lower windowsill comprised of gloss white wooden fitting, secured with no damage, marks, chips or scratches. This added windowsill protrudes wall level by approximately 4cm with no damage to edges.									
Doors / Frames	Hollow wooden door mounted on two standard hinges. Freshly painted crisp white with no signs of marks, scratches or damage. Fitted with a gloss black bar door handle, clean with no damage and in good working condition. The door frame is metal, painted gloss crisp white with a chrome door latch aligned with door handle mechanism. Clean and intact with no damage present.	Y	Y	Y						
Floor Coverings	Dark/Charcoal grey short pile carpet throughout. Clean and in good condition throughout, showing no stains or signs of wear. Although 4 furniture indents present in the back RHS corner of room from bed. Indents have not caused any wear or tear.	Y	Y	Y						
Skirting Boards	Wooden skirting throughout painted crisp white. Skirting approximately 7cm high with 3 distinct decorative "dips". Clean, intact and undamaged throughout. Although within each "dip" there is a small build up of dust.	Y	Y	Y						
Robe	Walk-in-robe with no door present. LHS of robe has wall length chrome stainless steel hanging rod with 3	Y	Y	Y						

	white floating shelves above. All aspects secured to wall, clean, undamaged and intact. RHS of robe has 3 white matching floating shelves, all secured to wall with no damage present. At the end of the robe is a floor to ceiling mirror, secured to wall with no scratches, marks or damage present. Throughout the robe the ceiling is to match the main room with no damage, the walls are to match the main room with no marks, chips or scratches and the skirting board follows through on every wall.								
Additional	Upon entering the room there was a distinct smell of fresh paint and the window was opened ¼ of the way. For security reasons, upon exiting the room the window was closed.	-	-	-					
Overall Condition	This master bedroom is in excellent condition. It has been recently painted and cleaned to perfection. There are no notable maintenance requirements needed.	Y	Y	Y					



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SAMPLE REPORT

For your convenience this sample Property Condition Report only has one bedroom included. Please note that all aspects of this report (except for areas of compliance) are completely customisable to your needs and wants!

We can change the layout, colours and amount of detail and room areas to suit your exact needs.

Ask us today about what we can do for you!