

Exit condition report – general tenancies (Form 14a)

Residential Tenancies and Rooming Accommodation Act 2008
(Section 66)



Address of the rental premises

	Postcode

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		
Phone	Mobile	Postcode
Email		

Name/trading name of the lessor/agent

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Water meter reading at end of tenancy:

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Date / /

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.
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.

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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Insert Y/✓ = Yes
 Insert N/X = No

Tenant/s
 Comments (if any)

Lessor/agent
 Comment on tenant/s report

	Clean			
	Working	Undamaged		
Entry				
Doors/walks/ceiling				
Windows/screens				
Blinds/curtains				
Fans/light fittings				
Floor/floor coverings				
Power points				
Lounge room				
Doors/walks/ceiling				
Windows/screens				
Blinds/curtains				
Fans/light fittings				
Floor/floor coverings				
TV/power points				
Air conditioner				
Family room				
Doors/walks/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
Insert N/X = No

Clean	Working	Undamaged
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Tenant/s
Comments (if any)

Lessor/agent
Comment on tenant/s report

Bedroom 2				
Doors/walls/ceiling				
Windows/screens				
Blinds/curtains				
Fans/light fittings				
Floor/floor coverings				
Wardrobe/drawers/shelves				
Power points				
Air conditioner				
Bedroom 3				
Doors/walls/ceiling				
Windows/screens				
Blinds/curtains				
Fans/light fittings				
Floor/floor coverings				
Wardrobe/drawers/shelves				
Power points				
Air conditioner				
Bedroom 4				
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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Insert Y/✓ = Yes
Insert N/X = No

Tenant/s
Comments (if any)

Lessor/agent
Comment on tenant/s report

	Clean	Working	Undamaged		
Bathroom					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Bath					
Shower/shower screen					
Wash basin/Vanity					
Mirror/cabinet					
Towel racks					
Power points					
Exhaust fan					
Toilet					
Toilet					
Doors/walls/ceiling					
Cistern					
Light fittings					
Exhaust fan					
Laundry					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wash tubs					
Washing machinery/dryer					
Power points					

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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Insert Y/✓ = Yes
Insert N/X = No

Clean	
Working	
Undamaged	

Tenant/s
Comments (if any)

Lessor/agent
Comment on tenant/s report

General	Clean	Working	Undamaged
Smoke alarms			
Security devices			
Electrical safety switches			
Hot water system			
Keys/locks/remotes			
Staircases/railings			
Wheeled & recycle bins			
Pool/equipment			
Street number/letter box			
External walls			
Balcony/porch/deck			
Awnings/gutters			
Paving/ pergola			
Garage/car port/ store room			
Garden shed			
Gates/fences			
Grounds/garden			
External taps/hose			
Clothes line			
Solar panels			
Paths/driveway			

Additional comments/information

Tenant 1		Tenant 2		Tenant 3		Lessor/agent	
Signature	Date / /	Signature	Date / /	Signature	Date / /	Signature	Date / /
Print name		Print name		Print name		Print name	

CLEANING CHECKLIST



GENERAL

- Vacuum and clean all sliding door and window tracks.
- Sweep or mop all non carpeted floors, removing any marks.
- Clean Carpets by registered Carpet Cleaner to Australian Standard. Supply paid invoice copy.
- Fumigate for Fleas – by registered Pest Company, if pets were kept at property. Supply paid invoice copy which specifies service details.
- Clean light fittings – gently remove light fittings and clean.
- Clean marks off walls, ceilings and light switches.
- Clean skirting boards, windows including frames, sills and tracks, above cupboards, picture rails, architraves and both sides of all doors, all other fittings, and insect/security screens etc.
- Clean curtains and blinds. Refer to Agent for method advice.
- Remove all cobwebs and insect marks and nests.

KITCHEN

- Clean inside and outside of all cupboards and doors.
- Clean inside, outside and around stove.
- Clean inside and outside of oven, grill, doors, trays, racks, glass.
- Clean inside, outside and behind refrigerator and dishwasher and microwave space.
- Clean sink, especially drain holes, drainers and tap ware.
- Range hood exhaust and filter- filter can be removed and cleaned.
- Dishwasher – wipe over internal door, remove debris from bottom drainer (if applicable)

BATHROOM

- Clean all walls, floors, mirrors and windows and window tracks.
- Clean inside and outside all cupboards and drawers.
- Clean toilet, bath, shower recess, remove soap residue on tiles and shower screens, clean sink, tap ware, towel rails.
- Clean water outlet in shower and bath of hair and soap build up.
- Clean in wardrobes, shelves, drawers and mirrored doors. Remove scuff marks.
- Shower curtain washed with bleach or replaced if applicable.

LAUNDRY

- Clean behind, inside and around washing machine space.
- Clean equipment and filters if applicable.
- Clean inside, outside and behind dryer. Remove lint.
- Clean inside, outside and around laundry tub, cabinets, shelves, drawers, tap ware.
- Clean all walls and floors, ceiling.

AIR-CONDITIONERS

- Clean all air conditioner units and filters.

VERANDAH, DECKS, OUTDOOR AREAS

- Sweep and mop, clean railings, glass and light fittings.
- Remove all cobwebs etc.

GARAGE, CARPORT, DRIVEWAY

- Sweep out and remove any oil residue from concrete, pavers, paths, driveways.
- Empty Council bins and place bins out on footpath for next collection
- Close and lock garage door, if applicable.

GARDENS AND LAWNS, POOL

- Mow lawn, trim all edges, weed gardens, general garden tidy, remove all rubbish.
- Return pool to condition as per condition report at start of the tenancy and supply Pool Test report to Agent – Report to be completed on the end of tenancy date.

IF FURNISHED

- Ensure all items are clean and are located in original rooms as per Inventory list.

The above cleaning is a guide only and additional cleaning maybe required”

Refund of rental bond (Form 4)

Residential Tenancies and Rooming Accommodation Act 2008
(Sections 125-141)



1 Address of the rental premises (rooming accommodation: include room number)

	Postcode

Rental bond number

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2 Has the appropriate notice been given? (see Instructions overleaf for details)

No > Date tenants/residents vacated / / Yes > Expiry date of the notice / /

3 Full name and refund details for the tenants/residents (allocate amount to be paid to each individual)

1. First name/s		Last name		\$
Forwarding address			Postcode	
Name of account holder			Date of birth / /	
Bank/building society/credit union				
BSB no.		Account no.		
Phone		Mobile		Signature
Email		Date / /		

2. First name/s		Last name		\$
Forwarding address			Postcode	
Name of account holder			Date of birth / /	
Bank/building society/credit union				
BSB no.		Account no.		
Phone		Mobile		Signature
Email		Date / /		

3. First name/s		Last name		\$
Forwarding address			Postcode	
Name of account holder			Date of birth / /	
Bank/building society/credit union				
BSB no.		Account no.		
Phone		Mobile		Signature
Email		Date / /		

4 Refund details for the lessor, agent or manager/provider

Full name/trading name				\$
Postal address			Postcode	
Name of account holder				
Bank/building society/credit union				
BSB no.		Account no.		
Phone		Mobile		Signature
Email		Date / /		

Details of claim/amounts				

5 Total bond amount held by the RTA

				\$
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The RTA is collecting your personal information for the purpose of carrying out the RTA's functions under the Residential Tenancies and Rooming Accommodation Act 2008 and may provide your information to QCAT and other bodies. For more information see RTA website.

Refund of rental bond (Form 4)

Residential Tenancies and Rooming Accommodation Act 2008
(Sections 125–141)



This form should be completed (preferably in black ink) when the tenancy agreement has ended.

Please provide your full name as shown on your identification.

All relevant fields need to be completed or processing delays may result.

Bond loan

Where a bond loan is still outstanding, the loan balance will be deducted from the tenant's refund amount and paid directly to the Department of Housing and Public Works.

Alterations

To identify legitimate alterations to information on forms, particularly money values, parties **must sign any alterations in full rather than initialling them**. Signatures should be from each person whose amount has been reduced and/or for changes to bank details. Correction fluid must not be used.

Appropriate notice

Appropriate notices are *Notice to leave* (Form 12), *Notice of intention to leave* (Form 13) or an *Abandonment termination notice* (Form 15) for which minimum notice periods apply. The RTA cannot accept non agreed refund forms prior to the expiry date of the above notices.

If you agree

The bond is refunded immediately if the lessor, agent or manager/provider and all bond contributors agree and sign this form.

The best way to get your money back is to fill out your bank account details and have the funds credited to your nominated account.

In the absence of bank account details, the RTA will issue a cheque to your forwarding address.

For agents, funds will be directed to the bank account nominated on your *Rental bond direct credit and email notification statement of agreement*.

If you cannot agree

Any person/s (registered on the bond) can complete and post (not fax or email) the original form to the Residential Tenancies Authority (RTA). The form must be signed by at least one person who is registered on the bond. This is called making a claim on the bond.

The RTA will then:

- release any undisputed amounts of the bond (if appropriate)
- hold any disputed amounts
- send a *Notice of claim* to any person/s (registered on the bond) who did not sign the form

A *Dispute resolution request* (Form 16) will be included with the *Notice of claim*, and those who have not signed the form will have 14 days from the date on the notice to advise the RTA what action they wish to take.

If agreement cannot be reached, the RTA's Dispute Resolution Services may be able to assist.

Lodging your form (faxed, emailed or photocopied forms will not be accepted)

Forms can be lodged by post or in person Mon–Fri 8:30am – 5pm. Where all parties agree on the refund, the form can be uploaded from the RTA's website. Conditions apply, refer to our website for more details.

It is an offence under Queensland law to knowingly give false or misleading information. Any person knowingly submitting false or misleading details on a Form 4 to the RTA is committing an offence.

Return signed original form to the RTA—keep a copy for your records.

