

Inspection Sheet

At the time that a residential tenancy agreement is entered into, the landlord (or their agent) must complete and provide to the tenant one signed copy of an inspection sheet. This sheet should be used to record the condition of the premises and the fixtures, furniture and other contents as described by both the landlord and the tenant. If the tenant disagrees with any of the landlord's assessments they can put their assessment in the column provided. Use the codes listed below to indicate the condition of the premises.

C = Clean
D = Dirty
F = Fair

G = Good
B = Broken/Damaged
S = Scratched/Marked

N = Not working

This form should be used for a comparison check when the tenant vacates the premises. If any dispute arises about the condition of the premises that cannot be resolved, either party may contact Consumer and Business Services on 131 882 for information and advice.

Address of rental premises:

Postcode

L = Landlord or Agent T = Tenant	DATE		COMMENCEMENT	DATE		TERMINATION
/...../...../...../.....	/...../...../...../.....	
KITCHEN	L	T	COMMENTS	L	T	COMMENTS
STOVE TOP						
GRILLER						
OVEN						
SINK/DISPOSAL UNIT						
CUPBOARDS/DRAWERS						
BENCH TOPS						
EXHAUST FAN/VENT						
FLOOR/COVERING						
BLINDS/CURTAINS						
WALLS/DOORS						
WINDOWS/SCREENS						
CEILING/LIGHT FITTINGS						
POWERPOINTS/SWITCHES						
DISH WASHER						
OTHER						
FURTHER COMMENTS						
BATHROOM						
BATH/SPA						
BASIN/VANITY						
SHOWER RECESS						
SHOWER SCREEN/CURTAIN						
MIRROR						
TOWEL RAIL/SOAP HOLDER						
EXHAUST FAN/VENT						
FLOOR/COVERING						
BLINDS/CURTAINS						
WALLS/DOORS						
WINDOWS/SCREENS						
CEILING/LIGHT FITTINGS						
POWERPOINTS/SWITCHES						
SHOWER HEAD/ROSE						
OTHER						
FURTHER COMMENTS						

L = Landlord or Agent
T = Tenant

	COMMENCEMENT			TERMINATION		
	L	T	COMMENTS	L	T	COMMENTS
TOILET						
BOWL						
SEAT						
CISTERN						
EXHAUST FAN/VENT						
FLOOR/COVERING						
BLINDS/CURTAINS						
WALLS/DOORS						
WINDOWS/SCREENS						
CEILING/LIGHT FITTINGS						
POWERPOINTS/SWITCHES						
OTHER						
FURTHER COMMENTS						
LAUNDRY						
TROUGH						
CUPBOARD/S						
EXHAUST FAN/VENT						
FLOOR/COVERING						
BLINDS/CURTAINS						
WALLS/DOORS						
WINDOWS/SCREENS						
CEILING/LIGHT FITTINGS						
POWERPOINTS/SWITCHES						
OTHER						
FURTHER COMMENTS						
BEDROOM 1						
BUILT-INS						
FLOOR/COVERING						
BLINDS/CURTAINS						
WALLS/DOORS						
WINDOWS/SCREENS						
CEILING/LIGHT FITTINGS						
POWERPOINTS/SWITCHES						
OTHER						
FURTHER COMMENTS						
ENSUITE						
BASIN/VANITY/MIRROR						
SHOWER RECESS						
SHOWER SCREEN/CURTAIN						
TOWEL RAIL/SOAP HOLDER						
TOILET BOWL						
TOILET SEAT						
CISTERN						
EXHAUST FAN/VENT						
FLOOR/COVERING						
BLINDS/CURTAINS						
WALLS/DOORS						
WINDOWS/SCREENS						
SHOWER HEAD/ROSE						
CEILING/LIGHT FITTINGS						
POWERPOINTS/SWITCHES						
OTHER						
FURTHER COMMENTS						
BEDROOM 2						
BUILT-INS						
FLOOR/COVERING						

L = Landlord or Agent
T = Tenant

	COMMENCEMENT			TERMINATION		
	L	T	COMMENTS	L	T	COMMENTS
BEDROOM (Cont)						
BLINDS/CURTAINS						
WALLS/DOORS						
WINDOWS/SCREENS						
CEILING/LIGHT FITTINGS						
POWERPOINTS/SWITCHES						
OTHER						
FURTHER COMMENTS						
BEDROOM 3						
BUILT-INS						
FLOOR/COVERING						
BLINDS/CURTAINS						
WALLS/DOORS						
WINDOWS/SCREENS						
CEILING/LIGHT FITTINGS						
POWERPOINTS/SWITCHES						
OTHER						
FURTHER COMMENTS						
LOUNGE ROOM						
HEATING SYSTEM						
FLOOR/COVERING						
BLINDS/CURTAINS						
WALLS/DOORS						
WINDOWS/SCREENS						
CEILING/LIGHT FITTINGS						
POWERPOINTS/SWITCHES						
OTHER						
FURTHER COMMENTS						
OTHER ROOM 1						
BUILT-INS						
FLOOR/COVERING						
BLINDS/CURTAINS						
WALLS/DOORS						
WINDOWS/SCREENS						
CEILING/LIGHT FITTINGS						
POWERPOINTS/SWITCHES						
OTHER						
FURTHER COMMENTS						
OTHER ROOM 2						
BUILT-INS						
FLOOR/COVERING						
BLINDS/CURTAINS						
WALLS/DOORS						
WINDOWS/SCREENS						
CEILING/LIGHT FITTINGS						
POWERPOINTS/SWITCHES						
OTHER						
FURTHER COMMENTS						
EXTERIOR						
LETTERBOX						
EXTERNAL AWNINGS						
SECURITY/SCREEN DOORS						
CONCRETE FOOTPATHS						
GARDEN (FRONT)						
LAWN (FRONT)						

L = Landlord or Agent
T = Tenant

	COMMENCEMENT			TERMINATION		
	L	T	COMMENTS	L	T	COMMENTS
EXTERIOR (Cont)						
GARDEN (BACK)						
LAWN (BACK)						
GARDEN HOSE/FITTINGS						
WATERING SYSTEM						
DRIVEWAY						
TELEVISION ANTENNA						
WATER SOFTENER						
CLOTHESLINE						
GARBAGE BIN						
GUTTERS						
OTHER						
FURTHER COMMENTS						
GARAGE/CARPORT						
FLOOR						
WALLS/DOORS						
WINDOWS/SCREENS						
SHELVES						
CEILING/LIGHT FITTINGS						
POWERPOINTS/SWITCHES						
OTHER						
FURTHER COMMENTS						
SHED						
FLOOR						
WALLS/DOORS						
WINDOWS/SCREENS						
SHELVES						
CEILING/LIGHT FITTINGS						
POWERPOINTS/SWITCHES						
OTHER						
FURTHER COMMENTS						
GENERAL						
SMOKE DETECTORS						
SECURITY SYSTEM						
REMOTE CONTROLS						
ROLLER SHUTTERS						
OTHER						
FURTHER COMMENTS						

WATER READING

AT COMMENCEMENT:KL

AT TERMINATION:KL

TOTAL CONSUMPTIONKL

Manuals or written or oral instructions for the operation of domestic appliances have been provided to the tenant

☐

No of keys provided to the tenant at the commencement of the tenancy

☐

An information brochure has been provided to the tenant

☐

I have noted the condition of the premises at the **commencement** of the tenancy:

LANDLORD/S OR AGENT'S SIGNATURE:

Dated:

TENANT/S SIGNATURE

Dated:

I have noted the condition of the premises at the **termination** of the tenancy:

LANDLORD/S OR AGENT'S SIGNATURE:

Dated:

TENANT/S SIGNATURE

Dated: