

FORM 1
PROPERTY CONDITION REPORT (ENTRY)
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 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 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 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 Mines, Industry Regulation and Safety on 1300 30 40 54 or visiting www.dmirs.wa.gov.au/consumer-protection.

For further information about tenancy rights, refer to the *Residential Tenancies Act 1987* or contact the Department of Mines, Industry Regulation and Safety on 1300 30 40 54 or www.dmirs.wa.gov.au/consumer-protection.

For Translating and Interpreting Services please telephone TIS on 13 14 50 and ask to speak to the Department of Mines, Industry Regulation and Safety (1300 304 054) for assistance.

Property Address	Property Reports Perth Sample Inventory Report
Tenant's Name(s)	
Tenant's Signature	

Tenant signature_____

Property Address Property Reports Perth Sample Inventory Report



TENANT
ADDRESS

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AGENT/LESSOR
LEASE COMMENCED

COMMENCEMENT INSPECTION DATE

23rd November 2018

TERMINATION INSPECTION DATE

PLEASE NOTE Any amendments to this report must be listed in writing and a signed copy returned to the Managing Agents within SEVEN (7) days of receiving same. Failure to do this will result in the bond inspection being carried out against this original report.

	Condition of premises at START of tenancy	Clean	Undamaged	Working	Tenant Agrees	Tenant Comments	Condition of premises at END of tenancy	Clean	Undamaged	Working	Tenant Agrees
Inventory											
Kitchen											
X1	Wooden framed rectangle mirror.	Y	Y	Y							
X1	White and turquoise painted set of drawers with five drawers with handles secure and intact.	Y	Y	Y							
X1	Stainless steel LG Smart Inverter Fridge/freezer.	Y	Y	Y							
X1	Stainless steel microwave.	Y	Y	Y							
X1	Tea towel.	Y	Y	Y							
Top drawer											
X1	Fire ignitor.	Y	Y	Y							
X1	Container with tooth picks.	Y	Y	Y							

Tenant signature_____

Property Address Property Reports Perth Sample Inventory Report

	Condition of premises at START of tenancy	Clean	Undamaged	Working	Tenant Agrees	Tenant Comments	Condition of premises at END of tenancy	Clean	Undamaged	Working	Tenant Agrees
X1	Can opener.	Y	Y	Y							
X6	Stainless steel teaspoons.	Y	Y	Y							
X16	Stainless steel spoons.	Y	Y	Y							
X17	Stainless steel forks.	Y	Y	Y							
X16	Stainless steel knives.	Y	Y	Y							
Second drawer											
X2	Allen keys.	Y	Y	Y							
X2	Bolts.	Y	Y	Y							
X1	Pair of scissors.	Y	Y	Y							
X1	Metal item for the oven.	Y	Y	Y							
Fourth drawer											
X1	V Tech hands free phone with base.	Y	Y	Y							
X2	Double adaptors.	Y	Y	Y							
X2	Telephone cords.	Y	Y	Y							
Cupboards											
X1	Plastic bin.	Y	Y	Y							
X4	Various size saucepans/pots with glass										

Tenant signature_____

Property Address Property Reports Perth Sample Inventory Report

	Condition of premises at START of tenancy	Clean	Undamaged	Working	Tenant Agrees	Tenant Comments	Condition of premises at END of tenancy	Clean	Undamaged	Working	Tenant Agrees
	lids.	Y	Y	Y							
X2	Various size flying pans.	Y	Y	Y							
X1	Stainless steel colander.	Y	Y	Y							
Various	Cleaners and a box of globes.										
Overhead cupboards											
X4	White ceramic side plates.	Y	Y	Y							
X4	White ceramic dinner plates.	Y	Y	Y							
X4	White ceramic bowls.	Y	Y	Y							
X8	Glasses.	Y	Y	Y							
X5	White coffee mugs.	Y	Y	Y							
X4	Black coffee mugs.	Y	Y	Y							
Pantry											
X1	Wooden chopping board.	Y	Y	Y							
X1	Wooden knife block with one pair of scissors and 24 knives.	Y	Y	Y							
X1	Stainless steel and red Kambrook two slice toaster.	Y	Y	Y							
X1	Sunbeam stainless steel and black plastic kettle.	Y	Y	Y							
Living Area/Bedroom											
X1	Metal and four tiered wooden shelving unit										

Tenant signature_____

Property Address Property Reports Perth Sample Inventory Report

	Condition of premises at START of tenancy	Clean	Undamaged	Working	Tenant Agrees	Tenant Comments	Condition of premises at END of tenancy	Clean	Undamaged	Working	Tenant Agrees
	secure and intact to the wall.	Y	Y	Y							
X1	Flat screen wall mounted TV.	Y	Y	Y							
X1	Black TV remote.	Y	Y	Y							
X1	Four way power board.	Y	Y	Y							
X1	White with wood and metal round table.	Y	Y	Y							
X4	White plastic, metal and wood chairs.	Y	Y	Y							
X1	Blue fabric lounge.	Y	Y	Y							
X2	Cream throw cushions.	Y	Y	Y							
X1	Metal and black vinyl bar stool.	Y	Y	Y							
X1	Metal and cream vinyl bar stool.	Y	Y	Y							
X1	White and wood look laminate set of drawers with six drawers.	Y	Y	Y							
X1	Grey fabric with wood slats and metal bed base.	Y	Y	Y							
X1	Mattress.	Y	Y	Y							
X2	White and wood look laminate two drawer side tables.	Y	Y	Y							
X2	Metal and fabric side lamps.	Y	Y	Y							
X1	Light blue flat sheet.										

Tenant signature_____

Property Address Property Reports Perth Sample Inventory Report

	Condition of premises at START of tenancy	Clean	Undamaged	Working	Tenant Agrees	Tenant Comments	Condition of premises at END of tenancy	Clean	Undamaged	Working	Tenant Agrees
		Y	Y	Y							
X1	Light blue fitted sheet.	Y	Y	Y							
X2	Light blue pillow cases.	Y	Y	Y							
Cupboard											
X2	Pillows.	Y	Y	Y							
X1	Verve Sunbeam Iron.	Y	Y	Y							
X1	Ironing board with cover still in plastic packaging.	Y	Y	Y							
X1	Kogan vacuum.	Y	Y	Y							
Bathroom/Laundry											
X1	Simpson Eziset 550 5.5kg top loading washing machine.	Y	Y	Y							
X1	Simpson 4kg Eziset loader wall mounted dryer.	Y	Y	Y							
X1	Shower squeegee.	Y	Y	Y							
X1	Brush in the trough cupboard.	Y	Y	Y							
Balcony											
X1	Three piece outdoor bistro setting with table with glass top and two chairs.	Y	Y	Y							

Tenant signature_____ Property Address Property Reports Perth Sample Inventory Report

Tenants Comments

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 **LESSOR/PROPERTY MANAGER FOR ANY CHANGES TO THE ABOVE REPORT AFTER RECEIVING BACK FROM THE TENANT/S**

Date: _____

[Signature of lessor/property manager]

Signed by the **TENANT**

Date: _____

[Signature of tenant]

Date: _____

PROPERTY REPORTS PERTH DISCLAIMER: The above-mentioned Property Condition Report is not a structural or maintenance report and is a visual report only. At the time of inspection the following items if applicable to the property are not tested: reticulation to lawns and gardens, air conditioning units, alarm systems, gas/electric heaters, hot water systems, hot plates, oven and grill, dishwasher, power points, telephone points, intercom phones, television points, Foxtel points, speaker points, pool or spa equipment, fountains/water features. Garage door automatic door openers are only tested if a remote is supplied at the time of inspection and will be noted on the report. In the Property Condition Report to the column 'Working' Property Reports Perth will not fill in the field as items are not tested as stated above. If interior taps and spouts or outside taps are leaking it will be noted on the report. If globes are not working to light fittings inside or outside, ovens or range hoods it will be noted on the report.

Property Reports Perth are not qualified to assess the structural aspects of areas, including but not limited to staircases, decking and balconies, or to ensure that plumbing, electrical or gas fixtures or fittings, glass windows, doors and balustrades, smoke alarms, pests (ie. termites), asbestos, swimming pool safety barriers (and associated fittings) comply and operate in accordance with applicable building/council codes and/or laws and regulations. Property Reports Perth recommend that landlords have regular inspections carried out by suitable qualified licensed and insured contractors and experts in the appropriate area when necessary.

If the property is fully or partly furnished none of the equipment was tested at the time of inspection. The agent/owner/tenant are aware that when a property is partly or fully furnished/equipped or tenanted many areas are not fully accessible or able to be viewed at the time of inspection. Eg Interiors of cupboards, walls, floor coverings, power points/tv points and the like due to furniture/items obstructing the view. Although all care is taken to report as accurately as possible, when a property is tenanted no Tenant's furniture has been removed to provide an unrestricted visual inspection. Photographs are not taken of the interior of properties when the property is tenanted.

All care has been taken and to the best of Property Reports Perth abilities this report reflects the current condition of the property as seen during a visual inspection of the interior and exterior. No ladders have been climbed to inspect roof areas etc. Property Reports Perth are not builders, tradespeople or pest inspectors, it is suggested a licensed builder, electrical or pest inspector be engaged if further information is required. The Owner/Managing Agents are advised to complete further investigations, if required, as it is their responsibility to ensure that all the above-mentioned items are in good working order.

Sallie (WA) Pty Ltd (ACN 140028 235) ATF The Sallie Trust t/as Property Reports Perth, accepts no responsibility for any items found not to be in working order or any damage, loss, cost or expense incurred to any party (Owner/Managing Agent/Tenant) as a result of any error or omission in the above-mentioned report. When describing/noting colours to the property to interior and exterior it is of a general nature due to the many various colours available and the varying light levels in a property, no responsibility is taken for inaccurate noting of colours.

If the Managing Agents amend or delete any information from the above original report Sallie (WA) Pty Ltd (ACN 140028 235) ATF The Sallie Trust t/as Property Reports Perth will not be held accountable.

DATE OF PROPERTY CONDITION REPORT INSPECTION: 23rd November 2018



Tenant signature_____ Property Address Property Reports Perth Sample Inventory Report