



Property Condition Report

Government Employee Housing

Notice to Tenant

Attached is a copy of the Property Condition report for the accommodation allocated to you at:

.....

The report sets out the condition of accommodation at the time of your acceptance. You are required to complete the report noting any differences and sign the report where indicated. The completed report is to be returned to Territory Housing within five (5) working days of the date of allocation.

Should the report not be returned within the time frame, it will be noted that you have accepted the accommodation in its current condition.

DECLARATION

I/We acknowledge that I/We have received a copy of the Property Condition Report and understand that the complete and signed report must be returned to Territory Housing within five (5) working days of the date of allocation.

It is further agreed and understood that should I/We not return the completed and signed form within five (5) working days that I/We accept the accommodation in its current condition.

SIGNED : **SIGNED :**
Tenant Tenant

DATE : **DATE :**

.....
SIGNED FOR TERRITORY HOUSING

DATE :





PROPERTY CONDITION REPORT

Dwelling No.	Suburb	Group No.	
Complex Name	Unit No	Lot No	No
Date Occupied		Date Vacated	
Water		Electricity	

As at/...../.....

PASSAGE/HALL	Condition on Occupancy	Condition on Vacate
Ceiling	Newly Painted / Clean / Minor Marks / Stained / paint peeling, flaking	
Walls	Newly Painted / Clean / Minor Marks / Stained / paint peeling, flaking	
Doors	Newly Painted / Clean / Minor Marks / Stained / paint peeling, flaking	
Light Fittings	Intact / Clean / Marked / Stained	
Power Points	Intact / clean / marked / stained	
Fans	Intact / clean/ marked / stained/ paint peeling	
Fan Controls	Intact / loose / marked / stained	
Woodwork	N/A - Clean / marked / scratched / stained	
Floor/Covering	Cleaned & polished / stained / marked / minor holes	
Windows	Intact / clean / chipped / cracked	
Fly Screens	New / Intact / clean / minor holes / torn	
Security screens	New / Intact / clean / minor holes / torn	
Curtain Rod Brackets	Intact / loose / missing	
Cupboards	Clean / newly painted / minor marks / paint peeling, flaking	

LOUNGE	Condition on Occupancy	Condition on Vacate
Ceiling	Newly painted / clean / minor marks / stained / paint peeling, flaking	
Fan	Intact / clean / marked/ stained/ paint peeling	
Fan Control	Intact / clean / loose/ marked / stained	
Walls	Newly painted / clean / minor marks / stained / paint peeling / flaking	
Light Fittings	Intact / clean / marked / stained / loose	
TV/Power Points	Intact / clean / marked / stained / loose	
Doors	Newly painted / clean / minor marks / stained / paint peeling, flaking	
Windows/Glass	Intact / clean / chipped / cracked	
Curtain Rod Bracket	Intact / loose / missing	
Flyscreens	New / Intact / clean / minor holes / torn	
Security Screens	New / Intact / clean / minor holes / torn	
Woodwork	N/A – Clean / marked / scratched / stained	
Floor/Covering	Cleaned / polished / stained / marked / Minor holes	
Air Conditioning Unit	Intact / clean / rusty	
Other		
DINING ROOM	Condition on Occupancy	Condition on Vacate
Ceiling	Newly painted / cleaned / minor marks / Stained / paint peeling, flaking	
Fan	Intact / clean / marked / stained / paint peeling	
Fan Control	Intact / clean / loose / marked / stained	
Walls	Newly painted / clean / minor marks / Stained / paint peeling, flaking	

Light Fittings	Intact / clean / marked / stained / loose	
Power Points	Intact / clean / marked / stained / loose	
Doors	Newly painted / cleaned / minor marks / stained / paint peeling, flaking	
Windows/Glass	Intact / clean / chipped / cracked	
Curtain Rod Bracket	Intact / loose / missing	
Flyscreens	New / Intact / clean / minor holes / torn	
Security Screens	New / Intact / clean / minor holes / torn	
Woodwork	N/A Clean / marked / scratched / stained	
Floor/Covering	Clean / polished / stained / marked / Minor holes	
Air Conditioning Unit	Intact / Clean / rusty	
Cupboards	Clean / Newly painted / minor marks / paint peeling / flaking	
KITCHEN	Condition on Occupancy	Condition on Vacate
Ceiling	Newly painted / clean / minor marks / stained / paint peeling, flaking	
Fan	Intact / clean / marked / stained / paint Peeling	
Fan Control	Intact / loose / marked / stained	
Exhaust Fan/Vent	Intact / clean / stained	
Walls	Newly painted / clean / minor marks / Stained / paint peeling / flaking	
Light Fittings	Intact / clean / marked / stained / loose	
Power Points	Intact / clean / marked / stained	
Doors	Newly painted / clean / minor marks / stained / paint peeling, flaking	

Windows/Glass	Intact / clean / chipped / cracked	
Curtain Rod Brackets	Intact / loose / missing	
Flyscreens	New / Intact / clean / minor holes / torn	
Security Screens	New / Intact / clean / minor holes / torn	
Woodwork	N/A Clean / marked / scratched / stained	
Floor/Covering	Cleaned / polished / stained / marked / minor holes	
Bench Tops	Intact / clean / scratched / marked / cracked / worn	
Cupboards interior	Newly painted / clean / minor marks / scratched	
Cupboards exterior	Newly painted / clean / minor marks / scratched	
Stove/Hotplates	Clean / scratched / minor marks	
Oven/Grill	Intact / Clean / stained / marked	
Sink	Clean / scratched / stained	
LAUNDRY	Condition on Occupancy	Condition on Vacation
Walls/Ceiling	Newly painted / clean / minor marks / Stained / paint peeling, flaking	
Lights/Power points	Intact / clean / marked / stained / loose	
Windows/Flyscreens	New / Intact / clean / minor holes / torn	
Security Screens	New / Intact / clean / minor holes / torn	
Doors	Newly painted / clean / minor marks/ stained / paint peeling,flaking	
Floor	Cleaned / polished / stained / marked / minor holes	
Trough/Bench	Clean / scratched / stained	
Cupboards internal	Newly painted / clean / minor marks / scratched	

Cupboards external	Newly painted / clean / minor marks / scratched	
Shelves	Clean / stained / marked	
Other		
BEDROOM 1	Condition on Occupancy	Condition on Vacate
Ceiling	Newly painted / clean / minor marks / Stained / paint peeling ,flaking	
Fan	Intact / clean / marked / stained / paint Peeling	
Fan Control	Intact / loose / marked / stained	
Walls	Newly painted / clean / minor marks / Stained / paint peeling, flaking	
Light Fittings	Intact / clean / marked / stained / loose	
Power Points	Intact / clean / marked / stained	
Aerial points	Intact	
Doors	Newly painted / minor marks / stained paint peeling / flaking	
Windows/Glass	Intact / clean / chipped / cracked	
Curtain Rod Brackets	Intact / loose / missing	
Flyscreens	New / Intact / clean / minor holes / torn	
Security Screens	New / Intact / clean / minor holes / torn	
Woodwork	N/A Clean / marked / scratched / stained	
Floor/covering	Clean / polished / stained / marked / Minor holes	
Cupboards	Newly painted / clean / minor marks / scratched	
Air Conditioning Unit	Intact / clean / rusty	
Other		

BEDROOM 2	Condition on Occupancy	Condition on Vacate
Ceiling	Newly painted / clean / minor marks / Stained / paint peeling, flaking	
Fan	Intact / clean / marked / stained / paint peeling	
Fan Control	Intact / loose marked / stained	
Walls	Newly painted / clean / minor marks / Stained / paint peeling, flaking	
Light Fittings	Intact / clean / marked stained / loose	
Power Points	Intact / clean / marked / stained / loose	
Aerial points	Intact	
Doors	Newly painted / clean / minor marks / stained / paint peeling , flaking	
Windows/Glass	Intact / clean / chipped / cracked	
Curtain Rod Brackets	Intact / loose / missing	
Flyscreens	New / Intact / clean / minor holes / torn	
Security Screens	New / Intact / clean / minor holes / torn	
Woodwork	N/A Clean / marked / scratched / stained	
Floor/covering	Clean / polished / stained / marked / Minor holes	
Cupboards	Newly painted / clean / minor marks / Scratched	
Air Conditioning Unit	Intact / clean rusty	
Other		
BEDROOM 3	Condition on Occupancy	Condition on Vacate
Ceiling	Newly painted / clean / minor marks / Stained / paint peeling, flaking	

Fan	Intact / clean / marked / stained / paint Peeling	
Fan Control	Intact / loose / marked / stained	
Walls	Newly painted / clean / minor marks / Stained / paint peeling, flaking	
Light Fittings	Intact / clean / marked / stained / loose	
Power Points	Intact / clean / marked / stained / loose	
Aerial points	Intact	
Doors	Newly painted / clean / minor marks / Stained / paint peeling, flaking	
Windows/Glass	Intact / clean / chipped / cracked	
Curtain Rod Brackets	Intact / loose / missing	
Flyscreens	New / Intact / clean / minor holes / torn	
Security Screens	New / Intact / clean / minor holes / torn	
Woodwork	N/A Clean / marked / scratched / stained	
Floor/covering	Clean / polished / stained / marked / Minor holes	
Cupboards	Newly Painted / clean / minor marks / paint peeling, flaking	
Air Conditioning Unit	Intact / clean / rusty	
Other		
BEDROOM 4	Condition on Occupancy	Condition on Vacate
Ceiling	Newly painted / clean / minor marks / Stained / paint peeling, flaking	
Fan	Intact / clean / marked / stained / paint peeling	
Fan Control	Intact / loose / clean / stained / marked	
Walls	Newly painted / clean / minor marks / Stained / paint peeling flaking	
Light Fittings	Intact / clean / marked / stained	
Power Points	Intact / clean / marked / stained	

Aerial points	Intact			
Doors	Newly painted / clean / minor marks Stained / paint peeling, flaking			
Windows/Glass	Intact / clean / chipped / cracked			
Curtain Rod Brackets	Intact / loose / missing			
Flyscreens	New / Intact / clean / minor holes / torn			
Security Screens	New / Intact / clean / minor holes / torn			
Woodwork	N/A - Clean / marked / scratched / stained			
Floor/covering	Clean / polished / stained / marked / Minor holes			
Cupboards	Newly painted / clean / minor marks / Paint peeling / flaking			
Air Conditioning Unit	Intact / clean / rusty			
Other	N/A			
BATHROOM	Condition on Occupancy	Condition on Vacate	Main	Ensuite/2
	Main	Ensuite/2		
Ceiling	Newly painted stained / marked	Newly painted Stained / marked		
Ceramic Tiles	Clean	Clean		
Walls	Newly painted/ Marked / stained	Newly painted/ Marked / stained		
Floor/covering	Clean / polished / stained / marked / minor holes	Clean / polished / stained / marked / minor holes		
Towel Rail/s	Intact / loose	Intact / loose		
Light Fittings	Intact / clean / Marked / stained	Intact / clean Marked / stained		
Power Points	Intact / clean/ Marked / loose	Intact / clean Marked / loose		
Formica	Intact / stained / Marked	Intact / stained / Marked		
Doors	Newly painted / Clean / marked	Newly painted / Clean / marked		

Windows/Glass	Intact / clean / Chipped / cracked	Intact / clean / Chipped / cracked		
Security Screens	New / Intact / clean / minor holes / torn	New / Intact / clean / minor holes / torn		
Bath/Taps/Plug	New / clean / Marked / scratched	New / clean / Marked / stained		
Shower Rose/Taps	Intact / clean	Intact / clean		
Basin/Taps	New / intact / chipped / clean Marked / scratched	New / intact / clean Marked / scratched		
Mirror/s	Intact / clean / marked	Intact / clean / Marked		
Cabinet	New / Intact / clean Marked	New / Intact / clean Marked		
Exhaust Fan	N/A Intact / clean	N/A Intact / clean		
TOILET	Condition on Occupancy		Condition on Vacate	
	Main	Second	Main	Second
Ceiling	Newly painted / Marked / stained	Newly painted / Marked / stained		
Door	Newly painted / Marked / stained	Newly painted / Marked / stained		
Flyscreen	New / Intact / clean / minor holes / torn	New / Intact / clean / minor holes / torn		
Security Screens	New / Intact / clean / minor holes / torn	New / Intact / clean / minor holes / torn		
Walls	Newly painted / Marked / stained	Newly painted / Marked / stained		
Floor	Clean / marked / scratched	Clean / marked / scratched		
Light Fittings	Intact / clean / Marked / stained	Intact / clean / Marked / stained		
Power Points	Intact / clean/ Marked / stained	Intact / clean / Marked / stained		
Exhaust Fan	N/A Intact / clean	N/A Intact / Clean		
Windows/Glass	Intact / Clean / Chipped / cracked	Intact / Clean / Chipped / cracked		
Toilet Pan	New / clean / Stained / marked	New / Clean / Stained / marked		

Toilet Seat	New / Clean / loose	New / Clean / loose		
Cistern	New / Clean / Stained / marked	New / clean / Stained marked		
Toilet Roll Holder	Intact / loose	Intact / loose		
Other	N/A	N/A		
STOREROOM	Condition on Occupancy		Condition on Vacate	
Ceiling	Newly painted / Clean / marked / stained			
Walls	Newly painted / clean / marked / stained			
Windows	N/A Intact / Clean / chipped / cracked			
Security Screens	New / Intact / clean / minor holes / torn			
Light Fittings	Intact / Clean / marked / stained			
Power Points	N/A Intact / clean / marked stained / loose			
Bench	N/A			
Shelves	N/A			
Floor	Clean / marked / stained			
Door	Newly Painted / clean / marked / stained			
Other				
STAIRWELL	Condition on Occupancy		Condition on Vacate	
Railings	N/A Newly painted / clean / marked / stained			
Stairs	N/A Clean / marked / stained			
Walls	N/A Newly painted / clean / marked / stained			
Lights	N/A Intact / clean / marked / stained			
Power Points	N/A Intact / clean / marked / stained / loose			
Ceilings	N/A Newly painted / clean / marked / stained			
Shelf	N/A Intact / Clean			

Other		
EXTERIOR	Condition on Occupancy	Condition on Vacate
Letterbox	Intact	
Walls	Clean / marked / stained	
Fence Rear	Intact	
Fence Front	Intact	
Paths: Front	Intact	
Paths: Rear	Intact	
Driveway	Surfaced / unsurfaced	
Carport	Clean / marked / stained	
Roof	Iron / Tiled / Weathered	
Gutters/Downpipes	Intact	
External Painting	Intact / stained / marked / scratched	
Porch	Clean / marked / stained	
Verandah: Front	Clean / marked / stained	
Verandah: Rear	Clean / marked / stained	
External Lighting	Intact / clean / marked / stained	
Flap Valve	Intact	
Flywire Door: Front	N/A New / Rewired / clean / minor holes / torn	
Flywire Door: Rear	N/A New / Rewired / clean / minor holes / torn	
Flywire Door: Other	N/A New / Required / clean / minor holes / torn	
Security Door: Front	New / Rewired / clean / minor holes / torn	
Security Door: Rear	New / Rewired / clean / minor holes / torn	

DECLARATION

It is agreed between both parties that this is a true statement of the Condition of the
aforementioned premises at this date

Dated this Day of 20

AT COMMENCEMENT

Signed :

Dated :

Signed :

Tenant/s:

.....

It is agreed between both parties that this is a true statement of the Condition of the
aforementioned premises at this date

Dated this day of 20

AT TERMINATION

Signed :

Dated :

Signed :

Tenant/s:

.....

ADDENDUM TO CONDITION REPORT

Cleanliness

Spotless	Completely clean, unmarked, undamaged
Clean	Unsoiled – no removable marks
Dusty	Covered or clouded with dust, or any fine dry powdered substance. Requires minimal effort to clean.
Grubby	Dirty but can be cleaned with effort but to lesser extent than dirty.
Dirty	Soiled, unclean, requires effort to clean
Filthy	Foul with disgustingly dirty, foul matter, foul condition, requires great effort to clean or may need replacement.
Greasy	Smearred or soiled with grease/oil or any other substance.
Mouldy	Presence of mould or fungi.

Condition

Broken	Not intact, incomplete, fractured
Bubbled	An air pocket rising through or under a solid substance, anything that lacks firmness, substance or permanence.
Chip	A small piece separated from the main by chopping, cutting, breaking or knocking.
Burnt	To damage or mark by heat.
Brittle	Fragile, caused by age.
Crack	Break or split without complete separation of parts.
Defect	Fault or imperfection.
Dent/Indent	A hollow or depression in surface, surface may be broken or unbroken.
Deteriorate	Lowering in character or quality, e.g. age/weathering
Discoloured	Become faded or stained, change in original colour.
Divot	A piece of turf/grass cut out.
Gouge	A groove or hole which has broken the surface.
Groove	A narrow channel caused by movement.
Hole	An opening through anything.
Inoperable	Not working.
Intact	Unaltered, whole, unimpaired
Lifting	Separation from original support.
Loose	Not bound together, unattached, unsecured
Mark	A visible trace or impression upon anything.
Patch	A piece of material used to mend a hole or break.
Peeling/Flaking	A detached or semi-detached piece or mass, layered.
Pitted	Sunken area, small depression, uneven surface.
Perished	Natural deterioration by weather.
Scrape/Scratch	Caused by two items or more rubbing against each other resulting in damage to original surface.

Condition (continued)....

Scruff	A drag or mark
Snags	A small pull or ladder
Splintered	Split or broken off from main body
Stain	A permanent discolouration
Stretch	To draw out or extend, spread, to lengthen or enlarge. Tension causing unevenness.
Tarnished	To diminish the lustre
Tear	To pull apart
Wear/Worn	To impair, deteriorate, diminish gradually