# SAMPLE

**Inventory and Condition Report**

**Note:** The following steps are recommended:

1. At the start of a tenancy and shortly before it ends, landlords and tenants should carry out a joint inspection of the property and agree on the condition of the property, its contents and their condition.

It is recommended that landlords and tenants complete this inventory and condition report. It is also recommended that landlords and tenants take photographs during the joint inspections and then exchange them electronically.

1. Each page of this inventory and condition report (including any additional pages added) should be signed and dated by both the landlord and tenant.

## Example

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| **Tenancy commencement date** | 13 October 2021 | **Tenancy end date** | 10 December 2022 |

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| **SITTING ROOM** |
| **Item** | **Qty** | **Condition - commencement of tenancy** | **Comments (if any) - moving in** | **Condition - end of tenancy** | **Comments (if any) - moving out** |
| Black Leather 3 Seater Couch | 1 | Tear on left arm rest. | ***Other tear on right arm rest*** ***(the tenant [name] 12/10/2021).*** | Same. |  |
| Black leather arm chairs with recliner | 2 | No tears or marks. One recliner broken. |  | Both recliners broken. |  |
| Rug | 1 | Coffee stain on one corner. | ***Coffee stain on two corners***  ***(the tenant [name] 12/10/2021).*** | Additional stains throughout. |  |
| Wooden laminate flooring |  | Various scratches near door to hallway. |  | Additional scratches near window. |  |

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|  | **Commencement of Tenancy** | **Date of signature** | **End of Tenancy** | **Date of signature** |
| Signature of Landlord(s) |  |  |  |  |
| Signature of Tenant(s) |  |  |  |  |

**Inventory and Condition Report**

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| **Tenancy commencement date** |  | **Tenancy end date** |  |

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| **KEYS** |
| **Item** | **Qty** | **Condition****- commencement of tenancy** | **Comments****(if any) - moving in** | **Condition - end of tenancy** | **Comments****(if any) - moving out** |
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| **SITTING ROOM** |
| **Item** | **Qty** | **Condition****- commencement of tenancy** | **Comments****(if any) - moving in** | **Condition - end of tenancy** | **Comments****(if any) - moving out** |
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| **HALLWAY** |
| **Item** | **Qty** | **Condition****- commencement of tenancy** | **Comments****(if any) - moving in** | **Condition - end of tenancy** | **Comments****(if any) - moving out** |
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| **UTILITY ROOM** |
| **Item** | **Qty** | **Condition****- commencement of tenancy** | **Comments****(if any) - moving in** | **Condition - end of tenancy** | **Comments****(if any) - moving out** |
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| **Kitchen** |
| **Item** | **Qty** | **Condition****- commencement of tenancy** | **Comments****(if any) - moving in** | **Condition - end of tenancy** | **Comments****(if any) - moving out** |
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| **BEDROOM (NO.1)** |
| **Item** | **Qty** | **Condition****- commencement of tenancy** | **Comments****(if any) - moving in** | **Condition - end of tenancy** | **Comments****(if any) - moving out** |
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| **BEDROOM (NO.2)** |
| **Item** | **Qty** | **Condition****- commencement of tenancy** | **Comments****(if any) - moving in** | **Condition - end of tenancy** | **Comments****(if any) - moving out** |
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| **BEDROOM (NO.3)** |
| **Item** | **Qty** | **Condition****- commencement of tenancy** | **Comments****(if any) - moving in** | **Condition - end of tenancy** | **Comments****(if any) - moving out** |
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| **BATHROOM (NO. 1) (DOWNSTAIRS)** |
| **Item** | **Qty** | **Condition****- commencement of tenancy** | **Comments****(if any) - moving in** | **Condition - end of tenancy** | **Comments****(if any) - moving out** |
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| **BATHROOM (NO. 2) (MAIN)** |
| **Item** | **Qty** | **Condition****- commencement of tenancy** | **Comments****(if any) - moving in** | **Condition - end of tenancy** | **Comments****(if any) - moving out** |
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| **BATHROOM (NO. 3) (ENSUITE)** |
| **Item** | **Qty** | **Condition****- commencement of tenancy** | **Comments****(if any) - moving in** | **Condition - end of tenancy** | **Comments****(if any) - moving out** |
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| **(SPECIFY OTHER ROOM)** |
| **Item** | **Qty** | **Condition****- commencement of tenancy** | **Comments****(if any) - moving in** | **Condition - end of tenancy** | **Comments****(if any) - moving out** |
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| **(SPECIFY OTHER ROOM)** |
| **Item** | **Qty** | **Condition****- commencement of tenancy** | **Comments****(if any) - moving in** | **Condition - end of tenancy** | **Comments****(if any) - moving out** |
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| **(SPECIFY OTHER ROOM)** |
| **Item** | **Qty** | **Condition****- commencement of tenancy** | **Comments****(if any) - moving in** | **Condition - end of tenancy** | **Comments****(if any) - moving out** |
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| **(SPECIFY OTHER ROOM)** |
| **Item** | **Qty** | **Condition****- commencement of tenancy** | **Comments****(if any) - moving in** | **Condition - end of tenancy** | **Comments****(if any) - moving out** |
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| **(SPECIFY OTHER ROOM)** |
| **Item** | **Qty** | **Condition****- commencement of tenancy** | **Comments****(if any) - moving in** | **Condition - end of tenancy** | **Comments****(if any) - moving out** |
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| **(SPECIFY OTHER ROOM)** |
| **Item** | **Qty** | **Condition****- commencement of tenancy** | **Comments****(if any) - moving in** | **Condition - end of tenancy** | **Comments****(if any) - moving out** |
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| **(SPECIFY OTHER ROOM)** |
| **Item** | **Qty** | **Condition****- commencement of tenancy** | **Comments****(if any) - moving in** | **Condition - end of tenancy** | **Comments****(if any) - moving out** |
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