**RESIDENTIAL PREMISES CONDITION REPORT**

Retirement Villages Act 1999, section 38

|  |  |
| --- | --- |
| Address of residential premises: |  |

|  |  |
| --- | --- |
| Date of inspection: |  |

**How to complete this report:**

1. The operator, or an agent or employee of the operator, must inspect the premises and complete this report in accordance with these directions.
2. The report is to be completed in the presence of the prospective resident (or a person nominated by the prospective resident).
3. The report must be completed to the best of the operator’s knowledge (or, if the inspection is carried out by an agent or employee of the operator, to the best of that agent’s or employee’s knowledge).
4. During an inspection of the premises, the operator (or agent or employee of the operator) and prospective resident (or person nominated by the prospective resident) must record the condition of the premises by indicating whether the particular room is clean, undamaged and in working, by placing “Y” or “Yes” or “N” or “No” in the appropriate column and by including comments on the condition of the item where relevant. Photographs may be attached detailing the condition of the premises. If required, additional pages may be attached to list all other fixtures, fittings, furniture or household items supplied with the premises, clearly labelling the room to which the additional items relate.
5. If a required date is not known, an approximate date must be given and identified as such.
6. No less than 14 days must be allowed for the prospective resident (or the prospective resident’s nominee) to examine the report and suggest changes to it.
7. The report must be signed by the operator (or, if the inspection is carried out by an agent or employee of the operator, by that agent or employee). The prospective resident (or the prospective resident’s nominee) must also sign the report if he or she agrees with it.
8. The condition report must be completed and provided to the prospective resident:
9. at least 14 days before the operator and the prospective resident enter into a village contract, or
10. if the premises are still being constructed, at least 14 days before the prospective resident occupies the premises.
11. A copy of the condition report must be annexed to the first village contract that the prospective resident enters into with the operator.

**CONDITION REPORT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Entrance / Hall** | **Clean** | **Undamaged** | **Working** | **Comments** |
| Front door  |  |  |  |  |
| Screen door |  |  |  |  |
| Walls / picture hooks |  |  |  |  |
| Doorway frames |  |  |  |  |
| Windows / screens / locks |  |  |  |  |
| Ceiling |  |  |  |  |
| Light fittings |  |  |  |  |
| Blinds / curtains |  |  |  |  |
| Light switches |  |  |  |  |
| Power points / switches |  |  |  |  |
| Skirting boards |  |  |  |  |
| Floor coverings |  |  |  |  |
| Other |  |  |  |  |
| **Lounge room** | **Clean** | **Undamaged** | **Working** | **Comments** |
| Walls / picture hooks |  |  |  |  |
| Doors / doorway frames |  |  |  |  |
| Windows / screens / locks |  |  |  |  |
| Ceiling |  |  |  |  |
| Light fittings |  |  |  |  |
| Blinds / curtains |  |  |  |  |
| Light switches |  |  |  |  |
| Power points / switches |  |  |  |  |
| Skirting boards |  |  |  |  |
| Floor coverings |  |  |  |  |
| Other |  |  |  |  |
| **Dining room** | **Clean** | **Undamaged** | **Working** | **Comments** |
| Walls / picture hooks |  |  |  |  |
| Doors / doorway frames |  |  |  |  |
| Windows / screens / locks |  |  |  |  |
| Ceiling |  |  |  |  |
| Light fittings |  |  |  |  |
| Blinds / curtains |  |  |  |  |
| Light switches |  |  |  |  |
| Power points / switches |  |  |  |  |
| Skirting boards |  |  |  |  |
| Floor coverings |  |  |  |  |
| Other |  |  |  |  |
| **Kitchen** | **Clean** | **Undamaged** | **Working** | **Comments** |
| Walls / picture hooks |  |  |  |  |
| Doors / doorway frames |  |  |  |  |
| Windows / screens / locks |  |  |  |  |
| Ceiling |  |  |  |  |
| Light fittings |  |  |  |  |
| Blinds / curtains |  |  |  |  |
| Light switches |  |  |  |  |
| Power points / switches |  |  |  |  |
| Skirting boards |  |  |  |  |
| Floor coverings |  |  |  |  |
| Cupboards / drawers |  |  |  |  |
| Bench tops / tiling |  |  |  |  |
| Sink / taps / disposal unit |  |  |  |  |
| Stove top / hot plates |  |  |  |  |
| Oven / griller |  |  |  |  |
| Exhaust fan / range hood |  |  |  |  |
| Refrigerator |  |  |  |  |
| Microwave |  |  |  |  |
| Dishwasher |  |  |  |  |
| Other |  |  |  |  |
| **Bedroom 1** | **Clean** | **Undamaged** | **Working** | **Comments** |
| Walls / picture hooks |  |  |  |  |
| Built in wardrobe / shelves |  |  |  |  |
| Doors / doorway frames |  |  |  |  |
| Windows / screens / locks |  |  |  |  |
| Ceiling |  |  |  |  |
| Light fittings |  |  |  |  |
| Blinds / curtains |  |  |  |  |
| Light switches |  |  |  |  |
| Power points / switches |  |  |  |  |
| Skirting boards |  |  |  |  |
| Floor coverings |  |  |  |  |
| Other |  |  |  |  |
| **Bedroom 2** | **Clean** | **Undamaged** | **Working** | **Comments** |
| Walls / picture hooks |  |  |  |  |
| Built in wardrobe / shelves |  |  |  |  |
| Doors / doorway frames |  |  |  |  |
| Windows / screens / locks |  |  |  |  |
| Ceiling |  |  |  |  |
| Light fittings |  |  |  |  |
| Blinds / curtains |  |  |  |  |
| Light switches |  |  |  |  |
| Power points / switches |  |  |  |  |
| Skirting boards |  |  |  |  |
| Floor coverings |  |  |  |  |
| Other |  |  |  |  |
| **Bedroom 3** | **Clean** | **Undamaged** | **Working** | **Comments** |
| Walls / picture hooks |  |  |  |  |
| Built in wardrobe / shelves |  |  |  |  |
| Doors / doorway frames |  |  |  |  |
| Windows / screens / locks |  |  |  |  |
| Ceiling / light fittings |  |  |  |  |
| Light fittings |  |  |  |  |
| Blinds / curtains |  |  |  |  |
| Light switches |  |  |  |  |
| Power points / switches |  |  |  |  |
| Skirting boards |  |  |  |  |
| Floor coverings |  |  |  |  |
| Other |  |  |  |  |
| **Bathroom** | **Clean** | **Undamaged** | **Working** | **Comments** |
| Walls / tiles |  |  |  |  |
| Floor tiles / floor coverings |  |  |  |  |
| Doors / doorway frames |  |  |  |  |
| Windows / screens / locks |  |  |  |  |
| Ceiling |  |  |  |  |
| Light fittings |  |  |  |  |
| Blinds / curtains |  |  |  |  |
| Light switches |  |  |  |  |
| Power points / switches |  |  |  |  |
| Bath / taps |  |  |  |  |
| Shower / screen / taps |  |  |  |  |
| Shower seat |  |  |  |  |
| Hand held shower hose |  |  |  |  |
| Sink / taps |  |  |  |  |
| Mirror  |  |  |  |  |
| Cabinet |  |  |  |  |
| Vanity |  |  |  |  |
| Towel rails |  |  |  |  |
| Grab rails |  |  |  |  |
| Toilet / cistern / seat |  |  |  |  |
| Toilet roll holder |  |  |  |  |
| Exhaust fan / vent |  |  |  |  |
| Other |  |  |  |  |
| **Laundry** | **Clean** | **Undamaged** | **Working** | **Comments** |
| Walls / tiles |  |  |  |  |
| Floor tiles / floor coverings |  |  |  |  |
| Doors / doorway frames |  |  |  |  |
| Windows / screens / locks |  |  |  |  |
| Ceiling |  |  |  |  |
| Light fittings |  |  |  |  |
| Blinds / curtains |  |  |  |  |
| Light switches |  |  |  |  |
| Power points / switches |  |  |  |  |
| Washing machine / taps |  |  |  |  |
| Exhaust fan / vent |  |  |  |  |
| Washing tub |  |  |  |  |
| Dryer |  |  |  |  |
| Other |  |  |  |  |
| **Security / Safety** | **Clean** | **Undamaged** | **Working** | **Comments** |
| External door locks |  |  |  |  |
| Window locks |  |  |  |  |
| Other security devices |  |  |  |  |
| Smoke alarms |  |  |  |  |
| Electrical safety switch |  |  |  |  |
| Other |  |  |  |  |
| **General** | **Clean** | **Undamaged** | **Working** | **Comments** |
| Heating / air conditioning |  |  |  |  |
| Staircase / handrails |  |  |  |  |
| Balcony / porch / deck |  |  |  |  |
| Garden |  |  |  |  |
| Lawns / edges |  |  |  |  |
| Clothesline |  |  |  |  |
| Garbage bins |  |  |  |  |
| Garage  |  |  |  |  |
| Carport |  |  |  |  |
| Storeroom |  |  |  |  |
| Shed |  |  |  |  |
| Hot water system |  |  |  |  |
| Gutters / downpipes |  |  |  |  |
| Other  |  |  |  |  |

|  |  |
| --- | --- |
| What keys are provided with the premises? *List:* |  |

|  |  |
| --- | --- |
| If the premises has carpet, when was it laid? |  |

|  |  |
| --- | --- |
| If the premises has blinds or curtains, when were they installed? |  |

|  |  |
| --- | --- |
| When was the kitchen installed? |  |

|  |  |
| --- | --- |
| When was the bathroom last renovated? |  |

|  |  |
| --- | --- |
| Is electricity available to be connected by the resident? | Yes / No |

|  |  |
| --- | --- |
| Will the resident be separately billed by the supply authority for electricity charges relating to the premises? | Yes / No |
| If yes, the electricity meter reading is: |  |

|  |  |
| --- | --- |
| Is gas available to be connected by the resident? | Yes / No |

|  |  |
| --- | --- |
| Will the resident be separately billed by the supply authority for gas charges relating to the premises? | Yes / No |
| If yes, the gas meter reading is: |  |

|  |  |
| --- | --- |
| Will the resident be separately billed by the supply authority for water usage charges relating to the premises? | Yes / No |
| If yes, the water meter reading is: |  |

|  |  |
| --- | --- |
| Is there a telephone line installed on the premises available to be connected by the resident? | Yes / No |

|  |  |
| --- | --- |
| Is there the ability for the resident to connect to the internet? | Yes / No |
| If yes, is the village connected to the NBN? | Yes / No |

|  |  |
| --- | --- |
| Are there any signs of mould/dampness? | Yes / No |
| Are the premises generally clean and free of rubbish? | Yes / No |

|  |  |
| --- | --- |
| Are there any signs of fleas, cockroaches, ants or other pests? | Yes / No |

*At the end of the report above the signatures, insert a ‘prospective resident comment’ box that allows the prospective resident to make any comments about the condition report above, i.e. if they have noted something incorrect or that they disagree with.*

**Promised improvements/repairs:**

Has the operator undertaken to do any improvements/repairs to the premises? Yes / No

|  |  |
| --- | --- |
| **Work to be undertaken** | **Estimated completion date** |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of operator or operator’s nominee |  | Signature of prospective resident or prospective resident’s nominee |
|  |  |  |
| Printed name of operator or nominee |  | Printed name of prospective resident or prospective resident’s nominee |
|  |  |  |
| Date |  | Date |

**Note.** The prospective resident, or the prospective resident’s nominee, should not sign this report if they do not agree with it.