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| Condition report – Part 4A site  Residential Tenancies Act 1997 Section 206O(1B)  Residential Tenancies Regulations 2021 Regulation 79 | Consumer Affairs Victoria |

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This page provides information about a condition report and how to complete a condition report at the start and end of the Part 4A site agreement.

* A condition report must be completed at the start of every part 4A site agreement. It is important that the site tenant completes this report in detail as it records the state of the site at the start of the agreement.
* Keep the condition report in a safe place. It will help to resolve disputes over cleaning, damage, safety or missing items at the end of the agreement.
* Take photos that show the condition of the site. Photos should be taken at the beginning and at the end of the agreement.
* The site tenant and the Part 4A site owner (site owner) should sign and date all extra pages.
* Site tenants can fill in a condition report and give it to the site owner if they are not given one.

# At the start of the Part 4A site agreement

At the start of the agreement and before the site tenant moves into the site, site owners or their agent must:

* fill in, sign and date the condition report; and
* add extra pages to the report if there is not enough room when listing items; and
* give two copies of the signed report to the site tenant to fill in their part (or 1 copy if sending electronically).

At the start of the agreement, site tenants must:

* fill in, sign and date the report within **five business days** after moving in. A completed report can help site tenants verify the condition of the site if there is a later dispute about the site tenant’s responsibility for damage or cleaning.

When filling out the condition report the site tenant should:

* include comments where they disagree with the description of an item and note anything which seems unsafe or insecurely fixed or needs repair.

**Note:** where the condition report lists something needing repair, this provides the site owner with written notice of the issue. If the site owner does not carry out the repairs within a reasonable period of time, the site tenant can apply to the Victorian Civil and Administrative Tribunal (VCAT) for an order requiring the repairs to be carried out.

* take photos that show the condition of items - especially if the site tenant does not agree with what is on the form. Identify the location in which the photo is taken, including the date, and send a copy to the site owner together with the amended condition report.
* tell the site owner about any defect that could be a threat to safety. For more information on reporting safety issues, see the Moveable Dwelling Guide or [www.consumer.vic.gov.au/renting](http://www.consumer.vic.gov.au/renting).

# Correcting a condition report

Site tenants may not be able to see if all the items in the condition report are working when they fill in the report. If they subsequently find that something is not working or in poor repair, site tenants can apply to VCAT to correct the report. This must be done within **30 days** of the start date of the site agreement. VCAT may order that the condition report be amended.

# At the end of the Part 4A site agreement

At the end of an agreement, the site owner must:

* complete the final inspection and fill in the condition report within **10 days** after the end of the agreement.
* give the site tenant an opportunity to attend the inspection if possible.
* allow for fair wear and tear as this does not count as damage caused by the site tenant.

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# Help or further information

For further information, visit the renting section – Consumer Affairs Victoria website at [www.consumer.vic.gov.au/renting](http://www.consumer.vic.gov.au/renting) or call the Consumer Affairs Victoria on **1300 55 81 81**.

# Telephone interpreter service

If you have difficulty understanding English, contact the Translating and Interpreting Service (TIS) on 131 450 (for the cost of a local call) and ask to be put through to an Information Officer at Consumer Affairs Victoria on   
1300 55 81 81.

**Arabic**

إذا كان لديك صعوبة في فهم اللغة الإنكليزية، اتصل بخدمة الترجمة التحريرية والشفوية (TIS) على الرقم 450 131 (بكلفة مكالمة محلية) واطلب أن يوصلوك بموظف معلومات في دائرة شؤون المستهلك في فكتوريا على الرقم 81 81 55 1300.

**Turkish** İngilize anlamakta güçlük çekiyorsanız, 131 450’den (şehir içi konuşma ücretine) Yazılı ve Sözlü Tercümanlık Servisini (TIS) arayarak 1300 55 81 81 numerali telefondan Victoria Tüketici İşleri’ni aramalarını ve size bir Danişma Memuru ile görüştürmelerini isteyiniz.

**Vietnamese** Nếu quí vị không hiểu tiếng Anh, xin liên lạc với Dịch Vụ Thông Phiên Dịch (TIS) qua số 131 450 (với giá biểu của cú gọi địa phương) và yêu cầu được nối đường dây tới một Nhân Viên Thông Tin tại Bộ Tiêu Thụ Sự Vụ Victoria (Consumer Affairs Victoria) qua số 1300 55 81 81.

**Somali** Haddii aad dhibaato ku qabto fahmida Ingiriiska, La xiriir Adeega Tarjumida iyo Afcelinta (TIS) telefoonka 131 450 (qiimaha meesha aad joogto) weydiisuna in lagugu xiro Sarkaalka Macluumaadka ee Arrimaha Macmiilaha

Fiktooriya tel: 1300 55 81 81.

Chinese 如果您聽不大懂英語，請打電話給口譯和筆譯服務處，電話：131 450（衹花費一個普通電話費），讓他們幫您接通維多利亞消費者事務處（Consumer Affairs Victoria）的信息官員，電話：1300 55 81 81。

**Serbian** Ако вам је тешко да разумете енглески, назовите Службу преводилаца и тумача (Translating and Interpreting Service – TIS) на 131 450 (по цену локалног позива) и замолите их да вас повежу са Службеником за информације (Information Officer) у Викторијској Служби за потрошачка питања (Consumer Affairs Victoria) на 1300 55 81 81.

**Amharic**  በእንግሊዝኛ ቋንቋ ለመረዳት ችግር ካለብዎ የአስተርጓሚ አገልግሎትን (TIS) በስልክ ቁጥር 131 450 (በአካባቢ ስልክ ጥሪ ሂሳብ) በመደወል ለቪክቶሪያ ደንበኞች ጉዳይ ቢሮ በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቅራቢ ሠራተኛ ጋር እንዲያገናኝዎት መጠየቅ።

**Dari**

اگر شما مشکل دانستن زبان انگلیسی دارید، با اداره خدمات ترجمانی تحریری و شفاهی (TIS)به شماره 450 131 به قیمت مخابره محلی تماس بگیرید و بخواهید که شما را به کارمند معلومات دفتر امور مهاجرین ویکتوریا به شماره 1300 55 81 81 ارتباط دهد.

**Croatian** Ako nerazumijete dovoljno engleski, nazovite Službu tumača i prevoditelja (TIS) na 131 450 (po cijeni mjesnog poziva) i zamolite da vas spoje s djelatnikom za obavijesti u Consumer Affairs Victoria na 1300 55 81 81.

**Greek** Αν έχετε δυσκολίες στην κατανόηση της αγγλικής γλώσσας, επικοινωνήστε με την Υπηρεσία Μετάφρασης και Διερμηνείας (ΤΙS) στο 131 450 (με το κόστος μιας τοπικής κλήσης) και ζητήστε να σας συνδέσουν με έναν Υπάλληλο Πληροφοριών στην Υπηρεσία Προστασίας Καταναλωτών Βικτώριας (Consumer Affairs Victoria) στον αριθμό 1300 55 81 81.

**Italian** Se avete difficoltà a comprendere l’inglese, contattate il servizio interpreti e traduttori, cioè il Translating and Interpreting Service (TIS) al 131 450 (per il costo di una chiamata locale), e chiedete di essee messi in comunicazione con un operatore addetto alle informazioni del dipartimento “Consumer Affairs Victoria” al numero 1300 55 81 81.

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# Part A

1. This condition report is evidence of the general condition of the site at the START of occupancy

|  |  |
| --- | --- |
| Date of condition report |  |

1. Address of site

|  |  |  |
| --- | --- | --- |
|  | Postcode |  |

1. Site owner details

|  |  |
| --- | --- |
| Full name |  |

|  |  |
| --- | --- |
| Agent’s details (if applicable) |  |

1. Site tenant details

|  |  |
| --- | --- |
| Full name of **site tenant 1** |  |

|  |  |
| --- | --- |
| Full name of **site tenant 2** |  |

|  |  |
| --- | --- |
| Full name of **site tenant 3** |  |

|  |  |
| --- | --- |
| Full name of **site tenant 4** |  |

**Note:** If there are more than four site tenants, include details on an extra page.

1. Important notes

|  |  |
| --- | --- |
|  | Site owners, their agents and site tenant(s) should take photos of the caravan and/or site. They should be taken close-up to show the detail regarding the structure, fixture or fittings being photographed and at a distance for perspective.  Photos should be dated, labelled and attached to this condition report, in hard copy or electronically; they should identify the location. Photos can be useful in a dispute about the condition of the site. |
| Paperclip | If there is not enough space to list all items, attach a separate sheet.  **The site owner and the site tenant(s)** should sign and date any additional attached pages. |

# Part B – Start of Part 4A site occupancy condition report

1. To be completed by site owner and site tenant(s)

|  |  |
| --- | --- |
| SITE OWNER/AGENT to complete these columns  * For each item tick all that apply and provide relevant comments. * If an item is not applicable tick N/A. * If you are unable to test whether a particular appliance is in working order, for example, due to an absence of electricity, you should write ‘unable to assess’. | SITE TENANT to complete these columns  * Provide comments against each item if you disagree with the site owner/agent or feel that something is unsafe. * Tick where you have attached photos to support your comments. |

| **Room and item** | **N/A** | **Clean** | **Undamaged** | **Working** | **Site owner’s/agent’s comments** |   **Photos attached** | **Agree? Y/N** | **Site tenant’s comments** |   **Photos attached** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **General – Outside** |  |  |  |  |  |  |  |  |  |
| Power cable to site |  |  |  |  |  |  |  |  |  |
| Garage/Car port |  |  |  |  |  |  |  |  |  |
| Gates/Fences |  |  |  |  |  |  |  |  |  |
| Grass/Lawn |  |  |  |  |  |  |  |  |  |
| BBQ |  |  |  |  |  |  |  |  |  |
| Hot water system |  |  |  |  |  |  |  |  |  |
| Clothes line |  |  |  |  |  |  |  |  |  |
| Water tanks |  |  |  |  |  |  |  |  |  |
| Vermin proof rubbish bins |  |  |  |  |  |  |  |  |  |
| Other - specify |  |  |  |  |  |  |  |  |  |
| Other - specify |  |  |  |  |  |  |  |  |  |
| Other - specify |  |  |  |  |  |  |  |  |  |

# Part C – For start of occupancy only

1. Communications

|  |  |
| --- | --- |
|  | A telephone line is connected to the site |
|  | An internet line is connected to the site |
|  | The site is connected to the national broadband network (NBN) |

|  |  |
| --- | --- |
| Describe NBN connection |  |

|  |  |
| --- | --- |
| Location of NBN connection |  |

# Part D – Signatures

1. Site owner/agent

|  |  |
| --- | --- |
| Signature of site owner/agent |  |

|  |  |
| --- | --- |
| Date |  |

1. Site tenant(s)

All site tenants must sign this condition report.

**I agree with the site owner’s/agent’s report except where I have commented.**

|  |  |
| --- | --- |
| Signature of site tenant 1 |  |

|  |  |
| --- | --- |
| Date |  |

|  |  |
| --- | --- |
| Signature of site tenant 2 |  |

|  |  |
| --- | --- |
| Date |  |

|  |  |
| --- | --- |
| Signature of site tenant 3 |  |

|  |  |
| --- | --- |
| Date |  |

|  |  |
| --- | --- |
| Signature of site tenant 4 |  |

|  |  |
| --- | --- |
| Date |  |

# Part E – End of site occupancy condition report

|  |  |
| --- | --- |
| Date of condition report |  |

1. This condition report is evidence of the general condition of the site at the END of occupancy

| **Room and item** | **N/A** | **Clean** | **Undamaged** | **Working** | **Site owner’s/agent’s comments** |
| --- | --- | --- | --- | --- | --- |
| **General – Outside** |  |  |  |  |  |
| Power cable to site |  |  |  |  |  |
| Garage/Car port |  |  |  |  |  |
| Gates/Fences |  |  |  |  |  |
| Grass/Lawn |  |  |  |  |  |
| BBQ |  |  |  |  |  |
| Hot water system |  |  |  |  |  |
| Clothes line |  |  |  |  |  |
| Water tanks |  |  |  |  |  |
| Vermin proof rubbish bins |  |  |  |  |  |
| Other - specify |  |  |  |  |  |
| Other - specify |  |  |  |  |  |
| Other - specify |  |  |  |  |  |