Circle Green Community Legal

Property Condition Report

WHAT IS A PROPERTY CONDITION REPORT?

*In the **Residential Tenancies Act** the **landlord** is referred to as the **lessor.***

A Property Condition Report (PCR) is a report that describes the condition of your rented premises when you move in and move out. PCRs are compulsory when moving in and out of the property.

A Property Condition Report is a prescribed form (must be used) and can be found on the Consumer Protection website. Any PCR should include the same items that are listed in the Consumer Protection form. Other items may also be added.

WHY IS A PCR IMPORTANT?

The ingoing PCR outlines the condition of the premises at the beginning of the tenancy.

When a tenancy ends, the PCR will be used as evidence if there is a dispute between you and the lessor about the condition of the property or about the return of bond money.

The ingoing PCR can be compared directly with inspection reports and the outgoing PCR. This will help avoid or minimise potential conflict between you and the lessor.

Taking photographs at the beginning and end of a tenancy is important to document the condition of the property.

WHAT ARE THE TIME LIMITS FOR RECEIVING AND RETURNING A PCR?

The lessor must give you two copies of the PCR within 7 days of you moving in.

Check the report carefully and mark up both copies with your changes. Include anything you disagree with or anything the lessor has failed to include. For example, make note of a torn flyscreen, cracked wall, or stained carpet.

Take photos of the property and attach them to your marked-up copies.

You are required to return a copy of the PCR to the lessor within 7 days of you receiving it.

Keep one marked-up copy of the PCR for yourself, and provide the other marked up copy to the lessor.

If you do not return an amended copy of the PCR to the lessor, you are deemed by the Act to agree with the one you were given.

WHAT IF YOU HAVE NOT RECEIVED A PCR?

You should contact the lessor if you have not received two copies of the PCR within 7 days of moving into the property.

If the lessor refuses or ignores your request for a PCR, then you should contact Consumer Protection on 1300 304 054 or go to commerce.wa.gov.au/consumer-protection.

WHAT HAPPENS AT THE END OF THE TENANCY?

When you leave the property, the lessor must conduct a final inspection and give you an updated final PCR within 14 days of termination.

You should be given a reasonable opportunity to be present at the final inspection.

TIPS FOR COMPLETING A PCR:

- Do your inspection with an independent witness. This can be any adult who will not be (or has not been) living at the property and would be prepared to act as your witness if needed.
- Both you and your witness should sign and date the PCR.
- Don't forget to include the outside of the property including yards (back, front, side), sheds, garages, letterbox, driveway, gutters etc.
- Take photographs of the property when you move in as this will be important evidence if there is a dispute. This is important for any damage already present before you move in.
- Make any necessary amendments to the PCR and attach the photographs.
- Return one marked up copy of the PCR (and photos) to the lessor within 7 days of receiving it.
- Keep one marked up copy of the PCR (and photos) for your records.

WHAT TO LOOK OUT FOR:

- Cracks, chips, holes, peeling paint.
- Water stains and mould.
- Worn, stained or broken floor coverings.
- Scratches in woodwork, especially polished floorboards.
- Dust, grease, grime, dirt, oil, cobwebs.
- Dripping taps.
- Torn or deteriorated fly wire.

- Broken light fittings or blown light globes.
- Weeds, dry patches in the lawn, dying plants, overgrowth.
- Problems with hot water, stove, reticulation.
- Problems with locks, doors or windows.
- Signs of mice or cockroaches.

RELEVANT FORMS

Department of Mines, Industry Relations and Safety (Consumer Protection):
Form 1 Property Condition Report

FURTHER HELP – TENANTS ADVICE AND ADVOCACY

Circle Green Community Legal
(08) 6148 3636
www.circlegreen.org.au

Consumer Protection for consumer and tenancy related matters
commerce.wa.gov.au/consumer-protection | 1300 304 054

To find a tenant advocate in your area, visit our website or use the QR code →

https://circlegreen.org.au/resource/find-a-tenant-advocate

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www.circlegreen.org.au/disclaimer/

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