

Condition Report

Residential Tenancy (Condition Reports) (Jersey) Order 2014

Instructions for completing this condition report

If you are a landlord or a tenant letting a residential property, you or any person acting on your behalf must complete this condition report when your tenancy agreement begins and when it ends.

A condition report must be completed even when no deposit is paid. If a landlord does not complete a condition report then they could be liable to a fine of up to £2,000.

Information contained in this condition report provides an important record about the condition of the property at the end of your tenancy, and can be used to support a decision about the return of deposit money to a tenant and how much a landlord is reasonably entitled to.

This condition report applies to new residential tenancy agreements only. However, you may request your landlord or tenant to complete a new report or sign an addendum if your agreement is renewed or varied, or if either makes improvements to the property during the tenancy.

To complete this condition report, the landlord must:

1. Inspect the property which the condition report relates to;
 2. Indicate on the report whether a particular room or feature is clean, undamaged or working by marking "Y" (YES) or "N" (NO) in the appropriate column;
 3. Fill in the comments column to provide further details, if necessary;
 4. Itemise and specify the condition of any fixtures, fittings and furniture that are included as part of the tenancy;
 5. Sign and date the condition report; and
 6. Provide the tenant 2 copies of the report within 7 days of the report being completed.
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To complete this condition report, the tenant must:

1. Inspect the property which the condition report relates to;
 2. Complete the relevant tenant's section on both copies of the report and either:-
 - a) Accept the condition report; or
 - b) Note on the report any modifications they think are appropriate, initialling these modifications.
 3. Fill in the comments column if they disagree with the landlord's assessment, if necessary;
 4. Sign and date the condition report;
 5. Return 1 copy of the completed condition report to the landlord within 7 days of receiving the report; and
 6. Keep the second copy of the report for their records.
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Agreeing to any modifications in this condition report

1. Within 7 days of receiving a condition report modified by their tenant, the landlord must either:
 - a) Accept the report as modified by the tenant by initialling the modifications and, without making further modifications, return 1 copy of the report to the tenant; or
 - b) If both the landlord and tenant are unable still to agree on the contents of the condition report, they should initial the modifications that they do agree on and leave any other modifications that remain unmarked.

At the end of the tenancy agreement

1. Within 7 days of the tenant vacating the property, the landlord must inspect the property, using the original condition report as a comparison. The landlord must then either:
 - Complete the relevant comments relating in this condition report which relate to the condition of the property at the end of the tenancy.
 - Confirm in writing with the tenant they are satisfied the property has been vacated substantially in the same or better condition than at the beginning of the tenancy, or that they do not wish to claim against the tenant for deterioration in the condition of the property.
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Important information about this condition report

1. If there is not enough space on the condition report, attach a separate sheet. All attachments should be completed in the same way and include the signatures of the landlord and tenant, the date, and any comments.
2. A condition report is conclusive evidence of the condition of a property. However, if the landlord or tenant fails to complete the report within the specified periods of time at any stage, then the report will be treated as accepted to the extent that it is completed.
3. If the landlord and tenant do not agree about a statement made in the condition report, and the modifications made in the report have not been agreed by both of them, then the report is not treated as accepted, in whole or in part as the case may be.
4. Photos or videos may be included in the condition report, as they are a helpful way to support anything written on the report. Any attached photographic or video evidence must be signed and dated by all parties.

For more information about your rights as a landlord or tenant, please refer to the Residential Tenancy (Jersey) Law 2011 or contact the Strategic Housing Unit on 01534 440547 or visit www.gov.je/Home/RentingBuying/

Room and feature					Comments at beginning of tenancy					Comments at end of tenancy
	Clean	Undamaged	Working	Tenant agrees		Clean	Undamaged	Working	Tenant agrees	
Bath										
Shower screen										
Washbasin and taps										
Mirror and cabinet										
Towel rail										
Vent										
Other										
Cloakroom										
Doors										
Walls and picture hooks										
Windows and frames										
Ceiling										
Light fittings										
Electrical outlets										
Blinds and curtains										
Floor coverings										
Toilet, cistern and seat										
Washbasin and taps										
Other										
General										
Smoke alarms										
Entrance door										
Outside space										
Parking and storage										
Rubbish bins										
Heating system										
Hot water system										
Letterbox										
Other										
Keys										
Number of Keys					Number at beginning:					Number at end:

If a room or feature is not included in this form, or you need extra space, these may be recorded on a separate sheet. Any attachments should be signed and dated by both the landlord/agent and the tenant to show that both parties have read and agreed to the condition report's content.

At the beginning of the tenancy agreement

Please list here any repairs that the landlord is responsible for and will complete at the beginning of the tenancy:

I,
(Tenant's name) _____

Agree that this report fairly represents the condition of the property

Do not agree that this report represents the condition of the property for the following reasons:

Both the landlord and tenant(s) must sign the condition report to indicate their agreement with the above information.

Landlord's signature:	Tenant's signature:
Print name:	Print name:
Date:	Date:

Landlord's forwarding address:

Postcode

At the end of the tenancy agreement

Please list here any repairs that the tenant is responsible for and will complete at the end of the tenancy:

I,
(Tenant's Name) _____

Agree that this report fairly represents the condition of the residential unit

Do not agree that this report represents the condition of the residential unit for the following reasons:

Both the landlord and tenant(s) must sign the condition report to indicate their agreement with the above information.

Landlord's signature:	Tenant's signature:
Print name:	Print name:
Date:	Date:

Tenant's forwarding address:

Postcode

