

Property Condition Report

As a tenant you have rights and responsibilities under the *Residential Tenancies Act 1987* (the Act). This fact sheet incorporates the changes affected by the *Residential Tenancies Legislation Amendment (Family Violence) Bill 2018* from 15 April 2019.

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.

*In the Residential Tenancies Act the landlord is referred to as the lessor.
The real estate agent is a representative of the lessor.*

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

WHY IS A PCR IMPORTANT?

The incoming 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 maintenance and repairs or about the return of bond money.

The PCR can be compared directly with inspection reports and 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 change anything you disagree with on both copies. For example, make note of a torn flyscreen, cracked wall, or stained carpet.

Take photos of the property and attach them to your PCR.

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

Keep one PCR with the changes you made and send one copy back 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 the Department of Commerce on 1300 30 40 54 or go to www.commerce.wa.gov.au

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.

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

If your tenancy has ended (or your interest in a tenancy has ended) under one of the family violence provisions, the lessor must conduct an inspection, prepare a property condition report and provide you with a copy. See the “**Family Violence**” fact sheets for more information.

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 copy of the PCR to the lessor within 7 days of receiving it.
- Keep one copy of the updated 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:

[Form 1 Property Condition Report](#)

FURTHER HELP – TENANTS’ ADVICE AND ADVOCACY

Tenancy WA provides free, state wide telephone advice services and referrals.

Metro: (08) 9221 0088 • Country: 1800 621 888 (free call) • www.tenancywa.org.au

Department of Mines, Industry Regulation and Safety 1300 304 054

METROPOLITAN COMMUNITY LEGAL CENTRES	REGIONAL COMMUNITY LEGAL CENTRES
Fremantle CLC (Western Suburbs) 9432 9790 www.fremantle.wa.gov.au	Albany CLC (Great Southern) 9842 8566 www.albanyclc.com.au
Gosnells CLC (South Eastern Suburbs) 9398 1455 www.goscllc.com.au	AccordWest (South West) 9729 9000 www.accordwest.com.au
MIDLAS (Eastern Suburbs) 9250 2123 www.midlas.org.au	Regional Alliance West (formerly GRC) (Mid-West/Gascoyne) https://raw.org.au/
Northern Suburbs CLC (Northern Suburbs) www.nsclc.org.au	Geraldton – 9938 0600
Mirrabooka – 9440 1663	Carnarvon – 9941 1062
Joondalup - 9301 4413	Goldfields CLC (Goldfields) 9021 1888 www.gclc.com.au
SCALES (South Western Suburbs) 9550 0400 www.law.murdoch.edu.au/scales	Kimberley CLS (Kimberley) 9169 3100
Sussex Street CLS (South Central Suburbs) 6253 9500 www.sscls.asn.au	Peel CLS (Peel) 9581 4511 www.peelcls.com.au
Welfare Rights & Advocacy Service (North Central Suburbs) 9328 1751 www.wraswa.org.au	Pilbara CLC (Pilbara) Karratha - 9185 5899 Newman - 9175 0148 Roebourne - 9182 1169 South Hedland - 9140 1613 www.pcls.net.au
	Wheatbelt CLC (Wheatbelt) 9622 5200 www.wheatbeltclc.com.au

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