

Rental handover evidence organiser

Keep with your official condition report. This sheet does not replace it.

Property: _____

Move-out date: _____ Inspection: _____

1 / Find the records

- ☐ Entry condition report and original photos
- ☐ Repair requests and relevant replies
- ☐ Exit photos, cleaning scope and any receipts
- ☐ Inspection correspondence and key return confirmation

2 / Index the evidence

Room / item	Entry file or photo	Exit file or photo

3 / Record the follow-up

Issue / requested action: _____

Evidence requested or supplied: _____

Who will respond: _____ By when: _____

Key return details / receipt: _____

Describe what you observed; avoid guessing the cause or accepting liability here.

Keep original files. A completed checklist does not guarantee a bond refund.

Companion guide: housekept.com.au/blog/nsw-end-of-tenancy-survey-results