

End of Tenancy Inspection Report – Tenant Charges & Maintenance –

(This form is to be completed by agent and faxed to THA with the **Outgoing Condition Report**)

To: Tenancy Services

Email: thastaff@tha.nsw.gov.au

Tenant: _____

Address: _____

Date Vacated: _____ Date of Inspection _____

Date Tenant Returned Keys to Dwelling: _____

The following repair/maintenance works are being arranged by the agent:
(Including quotes for works valued more than \$1250). Please write N/A if not applicable.

Tenant charges are recommended for the following cleaning, repair or maintenance works being undertaken. Please indicate approximate costs.

(Please write N/A if not applicable)

*Quotes/Tax Invoices for Tenant Charges are attached: (Please circle)
Yes No

Photos emailed to THA to support Tenant Charges (Mandatory): Yes No

(*For compliance with Consumer, Trader & Tenancy Tribunal requirements, please ensure that **all** tax invoices are itemised, costed and **fully** describe the repair/maintenance work that was carried out).

Managing Agent: _____ Name: _____

Signature: _____ Date: _____