

## 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](mailto: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: \_\_\_\_\_