



WA Rental Property Compliance Workbook

A practical pre-tenancy, during-tenancy and end-of-tenancy system for self-managing residential landlords in Western Australia.

Free. No signup. No email gate. Print it, write on it, or keep a fresh digital copy for each property.

WHAT IS INSIDE

- ☐ Property and tenancy setup record
- ☐ Move-in condition and safety checks
- ☐ Bond, rent and key-date planner
- ☐ Entry and routine inspection planner
- ☐ Repair triage and action log
- ☐ Notice, service and evidence registers
- ☐ End-of-tenancy and periodic review checklists

Important: This workbook is a process and record-keeping aid, not a prescribed form and not legal advice. Always check the current WA legislation, official forms and Consumer Protection guidance before acting.

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01 Property and tenancy setup

Create one copy for each tenancy. Keep it with the signed agreement, condition reports, notices and repair records.

PROPERTY AND TENANCY DETAILS

Rental property Address: _____	Landlord / manager Name: _____
Tenant(s) Names: _____	Agreement Fixed / periodic Start: ____ / ____ / ____
Rent \$_____ per week / fortnight Due: _____	Bond \$_____ Paid: ____ / ____ / ____
Emergency repair contact Name / phone: _____	Primary document folder Location: _____

BEFORE THE KEYS ARE HANDED OVER

- ☐ Use the current prescribed WA residential tenancy agreement or other agreement required for the tenancy type.
- ☐ Complete all names, dates, rent, bond, inclusions and lawful special terms before signing.
- ☐ Give each tenant the required information form and a copy of the signed agreement.
- ☐ Record all keys, remotes, access devices, alarm details and supplied appliances.
- ☐ Provide clear contact details and a written process for urgent and non-urgent repairs.
- ☐ Confirm the property's insurance position and any insurer notification requirements.
- ☐ Create a privacy-conscious file structure. Avoid keeping identity documents or third-party details longer than necessary.
- ☐ Record meter readings and responsibility for services at handover.

Do not use this workbook as the tenancy agreement. It supports your process; it does not replace any prescribed WA form.

SETUP NOTES

Date	Action / decision	Document saved at	Done

02 Move-in condition and safety

Complete the prescribed Property Condition Report first. Use this page as the quality-control layer around it.

PROPERTY CONDITION REPORT CONTROL

- ☐ Inspect the premises and complete the prescribed Form 1 Property Condition Report before the tenant moves in.
- ☐ Give the tenant two signed copies within seven days after the tenant moves in.
- ☐ Record the tenant's seven-day return deadline and follow up without altering their copy.
- ☐ Use clear written descriptions. Photographs and video support the report but do not replace it.
- ☐ Date and label photographs consistently, including exterior areas, fences, gates, meters and supplied appliances.
- ☐ Save the final agreed report and evidence in a durable location that can be retrieved at the end of the tenancy.

SAFETY AND HABITABILITY REVIEW

- ☐ Compliant smoke alarms are installed, in working order and within their permitted service life.
- ☐ Required RCDs are installed and any identified fault is referred to a licensed electrician.
- ☐ Door, window and external-lighting security meets the current WA minimum standards or a documented exemption applies.
- ☐ Pool and spa barriers, gates and latches are checked where relevant.
- ☐ Blind and curtain cords, furniture stability and other foreseeable hazards are addressed.
- ☐ No known electrical, gas, structural, water, mould or other urgent safety issue remains unresolved.
- ☐ The home is reasonably clean, habitable and in a reasonable state of repair at handover.

DEFECT AND ACTION REGISTER

Area / item	Issue found	Risk / priority	Action, contractor and completion

03 Bond, rent and key dates

Record the evidence and deadlines. Do not rely on memory, a calendar invitation alone or an undocumented verbal agreement.

MONEY HANDLING CHECK

- ☐ Do not require more than the bond permitted by current WA law. The general cap is four weeks' rent, subject to the high-rent exception.
- ☐ Do not require more than two weeks' rent in advance.
- ☐ Give a receipt when the bond is received and lodge it with Bonds Administration within 14 days of payment.
- ☐ Keep a reliable rent ledger showing the amount received, date, rental period covered and paid-to date.
- ☐ Use the agreed payment method without adding a prohibited fee or undisclosed charge.
- ☐ For a rent increase, confirm eligibility, the 12-month interval, at least 60 days' notice and the current prescribed Form 10.

Rent-increase rules differ for periodic and fixed-term agreements. A fixed-term agreement must also contain an effective rent-review method. Check the current official guidance before issuing notice.

KEY-DATE PLANNER

Event	Date	Reminder date	Evidence / file reference

Suggested events: bond lodgement, PCR return, inspection windows, safety servicing, insurance renewal, agreement end, rent-review eligibility and final inspection.

04 Entry and inspection planner

Every entry needs a lawful reason, the correct notice and a reasonable approach to timing and privacy.

BEFORE PROPOSING ENTRY

- ☐ Identify the exact reason for entry before choosing the notice and timeframe.
- ☐ Use the current Form 19 where required and state who will attend and whether entry is before or after midday.
- ☐ For a routine inspection, allow at least seven and no more than 14 days' written notice and stay within four routine inspections in 12 months.
- ☐ For non-urgent repair or maintenance entry, give at least 72 hours' written notice.
- ☐ Schedule within the statutory reasonable times unless every tenant agrees to another time.
- ☐ If the proposed time would unduly inconvenience the tenant, make a reasonable attempt to negotiate another time.
- ☐ Record how and when the notice was served and retain the exact version sent.

DURING AND AFTER AN INSPECTION

- ☐ Keep the visit within its stated purpose. Do not turn a limited repair follow-up into an unnotified whole-property inspection.
- ☐ Document maintenance and safety issues factually. Avoid unnecessary photographs of personal possessions.
- ☐ Acknowledge tenant-reported issues and confirm priorities and next steps in writing.
- ☐ Save the inspection record, photographs and follow-up communication together.

12-MONTH INSPECTION LOG

Proposed / actual date	Notice served	Purpose and attendees	Findings / follow-up

05 Repair triage and response

Reporting damage is not an admission of fault. Respond to the condition and safety risk first, then establish cause and responsibility from evidence.

TRIAGE THE REPORT

- ☐ Acknowledge the report and record the date, time, location, symptoms, photographs and immediate safety concerns.
- ☐ If an essential service is affected, arrange a suitable repairer within 24 hours of being notified.
- ☐ For another urgent repair, arrange a suitable repairer within 48 hours and ensure work occurs as soon as practicable.
- ☐ For non-urgent work, respond and arrange repair within a reasonable time based on risk, availability and impact.
- ☐ Make the area safe without asking an unqualified person to inspect electrical, gas, structural or other hazardous conditions.
- ☐ Check insurance notification conditions before discarding damaged materials or authorising permanent work after a major event.
- ☐ Do not assume the tenant caused damage. Separate the repair response from any later liability assessment.

Hot water: loss of hot water is an essential-service issue. Record the report immediately, contact a suitable repairer and keep the tenant updated about access and expected timing.

REPAIR ACTION LOG

Reported	Issue / risk	Response and contractor	Updates / completed

06 Notice and service register

A correct reason with the wrong form, timing or service method can still create a defective notice.

NOTICE QUALITY CONTROL

- ☐ Confirm the legal and factual basis for the notice. Do not use a breach notice as a threat or shortcut.
- ☐ Download the current prescribed form from Consumer Protection immediately before preparing it.
- ☐ Complete names, address, dates, amounts, particulars and required remedy clearly and consistently with the evidence.
- ☐ Count service and response days using the current WA rules, including any additional delivery time for post.
- ☐ Use a permitted service method and retain evidence of what was sent, when, how and to whom.
- ☐ Keep the signed final version. Do not rely only on an editable draft.
- ☐ Before termination, court or enforcement action, obtain advice if the form, grounds, timing or evidence is uncertain.

This workbook is never a substitute for Form 19, Form 20, Form 21, Form 23, Form 10, a termination notice or a court form.

NOTICE AND SERVICE REGISTER

Form / purpose	Prepared and served	Method / proof	Deadline / outcome

07 Communication and evidence record

Good records should let a neutral reader reconstruct the issue without guessing what happened.

COMMUNICATION STANDARD

- ☐ Use a clear subject line with the property, issue and date.
- ☐ State observations and requests separately from assumptions, blame or legal conclusions.
- ☐ Confirm telephone conversations in writing, including decisions, dates and next steps.
- ☐ Keep one issue per message where practical and identify who is responsible for the next action.
- ☐ Use a consistent file name such as YYYY-MM-DD - property - issue - document type.
- ☐ Keep original files and metadata. Do not edit a photograph and present it as the original.
- ☐ Store sensitive or third-party information only where access is controlled and genuinely necessary.

EVIDENCE REGISTER

Date / time	Event or observation	File / photo reference	Follow-up

Useful records may include the agreement, PCRs, dated photographs, rent ledger, notices, delivery proof, quotes, invoices, contractor reports, inspection notes and written communication.

08 End-of-tenancy control

Plan the lawful ending path first. The property, condition evidence, money and bond process all need to align.

BEFORE THE TENANCY ENDS

- ☐ Confirm whether the agreement is fixed-term or periodic and identify the lawful ending path and current prescribed notice.
- ☐ Do not change locks, remove possessions, disconnect services or attempt eviction without the required legal process and court order.
- ☐ Confirm the move-out date, key-return process, rent paid-to date and any agreed access in writing.
- ☐ Give the tenant a reasonable opportunity to attend the final inspection.
- ☐ Complete the final prescribed Property Condition Report as soon as practicable and within 14 days after the tenancy ends, then provide a copy.
- ☐ Compare the ingoing and outgoing evidence, allowing for fair wear and tear and the age and condition of items.
- ☐ Support proposed deductions with evidence, reasonable quotes or invoices and a clear calculation. Do not charge for your own time as though it were a contractor cost.
- ☐ Use the Bond Administrator process and do not sign or ask a tenant to sign a blank bond disposal form.

HANDOVER AND CLOSE-OUT

Item	Required action / evidence	Date completed	File reference

Suggested items: keys and devices, final meter records, final PCR, cleaning or repair evidence, rent ledger, bond application and archive location.

09 Periodic review and official sources

Use this page quarterly and whenever WA tenancy law, prescribed forms, providers or your management process changes.

QUARTERLY PROPERTY REVIEW

- ☐ Outstanding repairs and safety issues are recorded, prioritised and actively followed up.
- ☐ Upcoming inspection, agreement, safety-service, insurance and rent-review dates are calendared.
- ☐ The rent ledger, notices, PCRs, photographs, invoices and communication records are complete and retrievable.
- ☐ Emergency contacts, contractor licences and after-hours procedures are current.
- ☐ The tenant has a clear, working channel for reporting damage, repairs and urgent issues.
- ☐ No planned action relies on an old form, an expired notice period or an unverified memory of the law.

OFFICIAL SOURCES CHECKED 25 AUGUST 2026

WA Residential Tenancies Act 1987 - current official version

https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a693.html

Consumer Protection - Renting out your property: a landlord's guide

<https://www.consumerprotection.wa.gov.au/publications/renting-out-your-property-landlords-guide>

Consumer Protection - Rental forms and notices

<https://www.consumerprotection.wa.gov.au/rental-forms-and-notices>

Consumer Protection - Property condition reports

<https://www.consumerprotection.wa.gov.au/property-condition-reports>

Consumer Protection - Rental bonds

<https://www.consumerprotection.wa.gov.au/rental-bonds>

Consumer Protection - Rent inspections and privacy rights

<https://www.consumerprotection.wa.gov.au/rent-inspections-and-privacy-rights>

Consumer Protection - Rental home repairs

<https://www.consumerprotection.wa.gov.au/rental-home-repairs>

Consumer Protection - Rent increases

<https://www.consumerprotection.wa.gov.au/rent-increases>

Consumer Protection - Rental home safety

<https://www.consumerprotection.wa.gov.au/rental-home-safety>

General information only. This workbook does not constitute legal, financial, insurance, building, safety or property-management advice. Laws and official forms can change. Verify the current requirements and obtain qualified advice for consequential, disputed or urgent matters. For immediate danger call 000.

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