WA Rental Bond Handover & Evidence Pack

Prepare the handover. Preserve your evidence. Keep track of your bond.

Use this printable pack as you prepare to leave a WA rental. Keep it with your ingoing and outgoing Property Condition Reports (PCRs). Write N/A where an item does not apply; copy worksheet pages if you need more space.

> This is a personal record, not the prescribed PCR, a bond release application or legal advice. It does not establish liability or guarantee a bond refund. Use the official forms and notices for formal steps.

1. TENANCY AND HANDOVER RECORD

Rental property address

Tenant name(s)

Landlord / property manager and contact details

Tenancy end date

Actual move-out date

Bond reference

Bond held ($) / pet bond if applicable ($)

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2. BEFORE RETURNING THE KEYS

- ☐ Compare the home with your ingoing PCR and original photos; note existing issues.
- ☐ Remove belongings and rubbish; record cleaning and any repairs arranged.
- ☐ Take final photos and meter readings before you lose access (page 2).
- ☐ Confirm the final inspection arrangements and ask to attend.
- ☐ Gather every key, remote and access device; obtain a handover receipt.
- ☐ Keep copies of correspondence and update your contact details with Bonds Administration.

Photo evidence shot list

Take an overview, then close-ups. Record the room and what each image shows.

Keep original files with their date information and make a backup. Use clear filenames, for example: 2026-09-09_kitchen_oven_01.jpg. Keep edited or annotated copies separate from originals. Avoid including people or unrelated personal documents.

Area	Photograph / record	File IDs / done
Entry / living	Whole room; floors, walls, doors, windows and fittings.	
Kitchen	Benches, sink, cupboards; oven, cooktop and supplied appliances.	
Bedrooms	Each room separately; floors, walls, wardrobes and windows.	
Bathrooms / laundry	Shower, bath, toilet, basin, grout, taps and supplied fittings.	
Outside / storage	Garden, paving, garage, shed, fences and bins, if included.	
Meters / access	Meter readings and identifiers where safely accessible; keys and remotes.	
Specific issues	A wide view showing location and a close-up showing condition; link to the ingoing record.	

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KEY RETURN AND METER RECORD

Keys / remotes / devices returned (quantities)

Returned to / date / time

Receipt or written confirmation filename / evidence ID

Meter type / identifier	Reading	Date / photo ID

Backup location: _____

Final inspection record

Keep factual notes and link each observation to a photo or document.

> The landlord or agent must provide the outgoing PCR as soon as practicable and within 14 days after the tenancy ends. You must have a reasonable opportunity to attend the final inspection. This worksheet supplements the official PCR. [1]

Inspection date / time

Attendees / roles

Invitation received / attendance arrangements / any difficulty attending

Outgoing PCR received on

PCR filename / location

Room / item	Condition or issue discussed	Photo / PCR reference

FOLLOW-UP AGREED OR REQUESTED

Action / person responsible / target date

Points you disagree with and date you sent your written response

Record what each person said without treating a discussion as agreement. Keep the outgoing PCR and your written response together. The final inspection record is not an agreement to any deduction.

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Evidence index & claim response

Use one response worksheet per proposed deduction. Copy this page as needed.

Give each file an ID (E01, E02...). Include both PCRs, photos, receipts, rent records and relevant messages. Keep dates and full message context so each item is understandable.

ID	Date / file or document	What it supports
E01		
E02		
E03		
E04		

BOND-CLAIM RESPONSE WORKSHEET

Claim / room / item

Amount requested ($) / date received

Reason given for the claim and supporting documents supplied

My position: [ ] Agree [ ] Partly agree [ ] Disagree [ ] Need more information

Reasons: compare ingoing condition, final condition and relevant records

Evidence IDs / missing proof requested (e.g. itemised invoice or rent ledger)

Amount I accept, if any ($)

Response due / sent on / delivery proof

For a formal submission, state the proposed payment to the landlord and each tenant, explain your reasons and attach the evidence. Use the submission method in the notice; keeping this worksheet alone does not submit a response. [3]

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Bond release & final file check

Current WA residential tenancy process. Use the dates on your official notices.

1. End the tenancy and prepare. Compare the PCRs, discuss any deductions and gather evidence. Anyone listed on the bond can apply after the tenancy ends. Tenants can use the official paper release form. [2]

2. Check the release notice. Respond by the deadline stated. Usually there are 14 days, with extra time for postage. If everyone agrees, the bond can be paid. A dispute or missing response leads to Commissioner referral for residential tenancies. [2, 4]

3. Provide your evidence. The invitation to make a submission gives 10 days to respond. Send your position and evidence as directed. If you need extra time, request it promptly; do not assume it has been granted. [3, 4]

4. Read the decision immediately. An appeal must generally be lodged in the Magistrates Court within 7 days of the decision being made. Provide Bonds Administration with proof within that period to stop payout. Simply saying you intend to appeal is not enough. [4]

This route covers most WA residential tenancy bonds. Some matters must go to court, including certain interstate-party disputes. Residential parks, boarders and lodgers have different processes. Follow any notice declining a determination. [2, 3]

DEADLINES AND FINAL DOCUMENT CHECKLIST

Release notice response due

Evidence submission due

Decision made on

Appeal / proof to Bonds Administration due

- ☐ Lease, both PCRs, original photos and completed handover record saved.
- ☐ Receipts, rent records, correspondence and evidence index saved.
- ☐ Application, responses, delivery confirmations and decision saved.

Need help? Consumer Protection: 1300 30 40 54. Seek tenancy advice promptly if a deadline or dispute is unclear. [2]

OFFICIAL SOURCES

[1] Property condition report - Form 1
[2] Releasing a bond
[3] Bond disputes for residential tenancies
[4] The new bonds process FAQs

Consumer Protection WA | Links checked 9 September 2026. For printed copies, find these page titles at consumerprotection.wa.gov.au. Check current guidance before acting.

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