WA Rental Move-In Condition Companion

A tenant-led review, evidence and return communication kit to use beside the prescribed Form 1 Property Condition Report in a Western Australian residential tenancy.

Free. No signup. No email gate. Use this companion to organise your review, then mark and return the prescribed Form 1 itself within the applicable period.

WHAT THIS KIT HELPS YOU DO

- ☐ Record when the Form 1 was received and plan the seven-day review and return workflow.
- ☐ Compare each room, fitting, service, appliance and outside area with the supplied report.
- ☐ Describe disagreements factually and connect each one to clearly labelled photographs or video.
- ☐ Send a calm cover message and retain a record of exactly what was returned, when and how.
- ☐ Preserve the ingoing evidence so it can be found for repairs, inspections and move-out comparison.

This is not the Property Condition Report. WA regulations prescribe the information in Form 1. This companion does not replace, shorten or alter that form. If you disagree with the supplied report, mark a copy of Form 1 and give it back to the landlord or property manager within seven days after receiving it. Keep your other copy.

landlordlogic.com.au/packs/wa-rental-move-in-condition-companion

01 Use the seven-day window

Start on the day you receive the completed Form 1. The planning date below is a prompt, not a legal conclusion about service or time counting.

TENANCY AND RETURN PLAN

Privacy-safe property reference Address or your own tenancy file code	Tenancy start date ____ / ____ / _____
Form 1 received Date: ____ / ____ / _____ Method: _____	Planning return date Received date plus 7 days: ____ / ____ / _____
Landlord / manager contact channel Email / portal / post / hand delivery / other	Working evidence folder Folder name or secure storage location

A PRACTICAL SEQUENCE

WHEN	TASK	OUTPUT TO KEEP
Day received	Save the supplied Form 1 unchanged. Record the receipt date and return method available under the tenancy arrangements.	Original supplied report and receipt record
First pass	Walk through every listed area. Check clean, undamaged and working entries, comments, inclusions, services and meter readings.	Room and item review notes
Evidence pass	Photograph or record only what is needed. Use wide context and close detail, with date and consistent file names.	Original media and evidence index
Before return	Mark both copies of Form 1 where required, check comments are specific, and prepare any clearly referenced continuation sheet.	Completed Form 1 and attachments
Return and retain	Return one completed copy with attachments. Keep the second copy, exact attachments and delivery evidence together.	Complete ingoing condition file

Special or modified tenancy arrangements can differ. If the report arrived late, the return method is disputed or the deadline is consequential, check current official guidance or obtain tenancy advice instead of relying only on this planning page.

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02 Room and item review map

Use the supplied Form 1 as the controlling checklist. This page helps you track the review without rewriting the prescribed report.

FIRST-PASS REVIEW LOG

Form 1 area / item	Supplied entry checked	Agree?	Tenant observation or difference	Evidence refs

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DO NOT MISS THE LESS OBVIOUS ITEMS

- ☐ Check doors, locks, keys, remotes, windows, screens, blinds, curtains, walls, ceilings, floors, cupboards and supplied furniture.
- ☐ Test supplied fixtures and appliances where it is safe and reasonable: lights, power points, air conditioning, oven, hot water, dishwasher and other inclusions.
- ☐ Record installed services and move-in readings for water, gas, electricity, storage tanks or cylinders where relevant.
- ☐ Include balconies, gardens, fences, gates, sheds, garages, car bays, bins, pools, spas and common-access items that form part of the tenancy.
- ☐ Treat safety or repair concerns separately from the condition disagreement. Report urgent hazards promptly; do not wait for the Form 1 return process.

> Use observable detail: 'bedroom 1, north wall, 30 cm vertical crack beside window, visible on move-in date'. Avoid unexplained labels such as 'bad', 'broken everywhere' or guesses about cause.

03 Detailed difference notes

Transfer each disagreement to the tenant section of Form 1. Use a clearly referenced continuation sheet only when the prescribed report does not provide enough space.

> Photographs and video support a written description; they do not replace it. Form 1 says attachments should be signed and dated by all parties. Keep both parties' versions if a change is not agreed.

DIFFERENCE 1	
Form 1 location / item	Room, item and page or row reference
What the supplied Form 1 says	Clean / undamaged / working entries and comments
Tenant's observed condition	Factual description, position, size, extent, function and date observed
Evidence and requested next step	Photo/video references; correction, repair request, explanation or no action

DIFFERENCE 2	
Form 1 location / item	Room, item and page or row reference
What the supplied Form 1 says	Clean / undamaged / working entries and comments
Tenant's observed condition	Factual description, position, size, extent, function and date observed
Evidence and requested next step	Photo/video references; correction, repair request, explanation or no action

DIFFERENCE 3	
Form 1 location / item	Room, item and page or row reference
What the supplied Form 1 says	Clean / undamaged / working entries and comments
Tenant's observed condition	Factual description, position, size, extent, function and date observed
Evidence and requested next step	Photo/video references; correction, repair request, explanation or no action

Continuation attached to	Attachment control
Form 1 page / room / item reference	Page ____ of ____ | Tenant initials: ____ | Date: ____

For more differences, duplicate this page and number each attachment consistently. Do not obscure or remove any prescribed Form 1 content.

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04 Photo, video and document index

A neutral reader should be able to match every file to a Form 1 item without searching through an unlabelled camera roll.

EVIDENCE FILE STANDARD

- ☐ Keep the original files and metadata. Save working copies separately if you crop, annotate or compress anything.
- ☐ Use a consistent name such as YYYY-MM-DD - room - item - view number.
- ☐ Take a context view and a detail view when scale or location would otherwise be unclear.
- ☐ Avoid unnecessary images of people, identity documents, medication, private messages or unrelated possessions.
- ☐ Record what the file shows. Do not claim a photograph proves cause, liability or a legal conclusion that it cannot establish.

EVIDENCE INDEX

File reference	Date / time	Form 1 area / item	What the file records	Original stored at

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Privacy and security: this blank master contains no personal information. A working copy may contain tenancy details and images of a home. Store only what is needed, restrict access and use a privacy-safe reference when sharing advice copies.

05 Return cover message and delivery record

Send the marked Form 1, not this cover message by itself. Adapt the wording to the facts and the communication method allowed for the tenancy.

CALM COVER EMAIL OR LETTER

Subject: Returned Form 1 Property Condition Report - [property reference]

Hello [landlord or property manager],

I received the completed Form 1 Property Condition Report on [date]. I have reviewed the premises and marked the tenant section where I disagree with, or need to add detail to, the supplied description.

Attached / enclosed are:
1. one completed copy of Form 1;
2. [number] clearly referenced continuation pages, if applicable; and
3. the evidence index and [number] photographs or other files referenced in the report.

The main differences relate to [brief factual summary]. Items that may also need repair or safety follow-up are listed separately as [references]. Please confirm receipt and let me know the next practical step for those items.

I have kept the second copy of the completed Form 1 and an exact copy of the attachments and delivery record.

Regards,
[tenant name or tenancy reference]

WHAT WAS RETURNED

Completed Form 1 Copy returned: yes / no | Pages: ____	Continuation pages Count: ____ | Signed/dated where applicable: yes / no
Evidence supplied Photos: ____ | Videos: ____ | Other: ____	Delivery Date/time: _____ | Method: _____ | To: _____
Proof retained Sent email / portal receipt / tracking / signed receipt / other	Receipt confirmed Date/time: _____ | By: _____ | Evidence ref: _____

06 Response, repair and follow-up record

A condition disagreement, a repair request and a safety issue can overlap, but they are not the same decision. Keep each next step clear.

WHEN A CHANGE IS QUESTIONED

- ☐ Keep the supplied Form 1, the tenant-marked version and any later agreed version. Do not overwrite the originals.
- ☐ Refer to the exact room, item, wording and evidence rather than arguing about the whole report at once.
- ☐ Ask what fact is disputed and what further inspection, measurement or document could clarify it.
- ☐ Do not change an earlier description merely to force agreement. Record any later joint observation separately with its date.
- ☐ If an item needs repair, report the condition and risk through the appropriate repair channel. Immediate danger should not wait for this paperwork.

FOLLOW-UP LOG

Date / time	Form 1 or issue ref	Message / response	Agreed fact or action	Next step / date

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If the issue remains consequential or disputed, Consumer Protection can provide current guidance. Keep factual records and obtain legal or tenancy advice before making claims about liability, bond outcomes or court evidence.

Related LandlordLogic resource: landlordlogic.com.au/packs/wa-rental-repairs-record-pack/

07 Preserve the record for move-out

The ingoing Form 1 and supporting evidence can matter throughout the tenancy and when the final condition is compared.

FILE CLOSURE CHECK

- ☐ Both the supplied and tenant-completed versions of Form 1 are saved and readable.
- ☐ Every continuation page, evidence index and delivery record is stored with the report it supports.
- ☐ Original media files are retained separately from edited or compressed copies.
- ☐ Repair reports, agreed corrections and later condition changes use dates and cross-references without altering the move-in originals.
- ☐ The complete ingoing file is backed up somewhere accessible at the end of the tenancy.
- ☐ Before move-out, compare the ingoing report and evidence with the current condition, allowing for fair wear and tear and obtaining advice for disputed claims.

OFFICIAL SOURCES CHECKED 27 AUGUST 2026

WA Residential Tenancies Act 1987 - current official version, including section 27C
https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a693.html

WA Residential Tenancies Regulations 1989 - current official version, regulation 10AC and Schedule 4 Form 1
https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_s4744.html

Consumer Protection - Property condition reports
https://www.consumerprotection.wa.gov.au/property-condition-reports

Consumer Protection - Property Condition Report Form 1
https://www.consumerprotection.wa.gov.au/publications/property-condition-report-form-1

Consumer Protection - Rental bonds
https://www.consumerprotection.wa.gov.au/rental-bonds

Consumer Protection - Releasing a bond
https://www.consumerprotection.wa.gov.au/releasing-bond

Consumer Protection - Guidelines for the determination of bond disputes
https://www.consumerprotection.wa.gov.au/system/files/documents/2026-03/CD-bonddisputes0326.pdf

General information only. This companion is not Form 1 and does not constitute legal, financial, insurance, building, safety or property-management advice. Laws, official forms and circumstances change. Verify current requirements and obtain qualified advice for consequential, disputed or urgent matters. For immediate danger call 000.

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