

START HERE

A simple system for photographing, naming and storing a Queensland rental exit evidence file.

Use this pack after possessions are removed and final cleaning is complete. It supplements the official Exit condition report. It does not replace Form 14a, legal advice or the RTA bond process.

The five-step method

1. Prepare	Finish the move and cleaning, make surfaces visible, use safe lighting and have the entry report and entry images nearby.
2. Photograph	Move through the property in one direction. For each room, take a doorway overview, reverse overview, inclusion frames and detail only where it adds meaning.
3. Record	Complete the current Form 14a carefully. Refer to useful image ranges in your comments. Keep the version you provide to the owner or agent.
4. Organise	Copy original photos into the ready-made folders. Rename working copies with the naming guide. Keep original files unchanged.
5. Back up	Keep at least two usable copies in separate locations and test that a sample file opens before handover.

Accuracy and safety

- [] Photograph actual condition. Do not stage, hide or exaggerate an item.
- [] Do not climb, expose electrical parts, move heavy appliances or enter unsafe areas.
- [] Avoid people, mail, screens, key-cut codes and other private information.
- [] Use natural light where possible. Add another angle if glare or shadow hides condition.
- [] Keep close-ups with a wider image that shows where the detail is located.

The folder map

The ZIP already contains these empty folders. Put working copies in the closest folder and keep originals in a separate backup.

Folder	Suggested contents
01-property-overview	Exterior, general layout and whole-property walk-through
02-entry-and-keys	Entry door, locks, keys, remotes and access cards without security codes
03-living-areas	Living, dining, hallways, floors, walls, windows, lights and fans
04-kitchen	Benches, sink, cupboards, oven, cooktop, rangehood and supplied appliances
05-bathrooms-and-laundry	Bathroom, toilet, laundry, drains, cabinets and supplied appliances
06-bedrooms	Bedroom overviews, wardrobes, carpet, walls, windows and fans
07-outdoor-and-garage	Balcony, courtyard, garden, lawn, garage, shed, bins and gates
08-meters-and-utilities	Final readings and relevant utility records
09-exit-condition-report	Your completed Form 14a copy and returned signed copy
10-receipts-and-communications	Cleaning, repairs, services, handover proof and messages

Photo sequence

Use overview, reverse overview, inclusion and detail. A useful file lets another person locate the item and compare it with the entry condition record.

Keep the originals

Rename copies, not the only originals. If arrows or crops help explain an issue, create separate annotated copies and preserve the untouched files.

Use the printable checklist

The checklist is organised by the same folders. Tick an item only after checking image clarity and coverage.

Handover and bond timing

Keep the photo process connected to the official tenancy steps.

Exit condition report

For a general tenancy, complete the current Exit condition report, Form 14a, and give it to the owner or agent when returning keys. Keep a copy. The owner or agent records any disagreement and returns a signed copy within three business days.

Bond notices

Do not submit a bond request before the vacate or handover date. If an RTA Notice of claim arrives and you disagree, respond within the stated 14-day period. Do not wait for another party's evidence and miss your own response deadline.

Privacy and storage

- [] Remove unrelated personal papers and screens from view.
- [] Do not share photos containing key codes, identity records or account details.
- [] Choose backup storage suitable for the sensitivity of tenancy records.
- [] Keep proof of when the report and keys were handed over.
- [] Keep receipts and correspondence beside the relevant image set.

Official sources checked 7 September 2026

Residential Tenancies Authority: Exit condition report, Form 14a; Vacating a property; Bond refunds. Queensland Civil and Administrative Tribunal: Preparing statements, submissions and other evidence. Check current instructions before relying on this organiser.

General information only

This is a practical filing aid, not legal or tenancy advice and not an official form. Photos are one type of evidence and do not guarantee a bond outcome.