

01

CONDITION REPORT DISPUTE

Residential Tenancies Regulations 2025 (SA), reg 4

Your rights when the inspection sheet does not reflect the actual state of the property at move-in

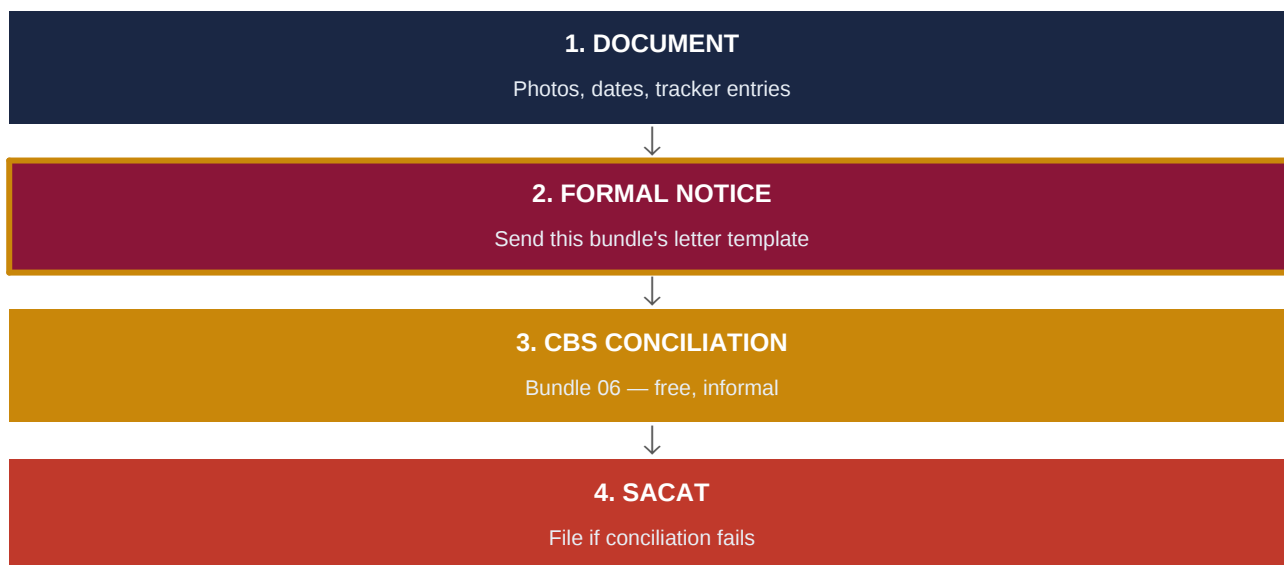
WHEN TO USE THIS BUNDLE

Use this bundle at the start of your tenancy if the inspection sheet does not accurately reflect the actual state of the property at move-in. Act promptly — there's no statutory grace period.

KNOW THE LAW — THE INSPECTION SHEET OBLIGATION (REG 4)

Under regulation 4 of the Residential Tenancies Regulations 2025 (SA), the landlord must complete and give you a signed inspection sheet itemising the contents and condition of the premises at the start of the tenancy. Unlike some other states, SA's Act does not set a fixed statutory number of days for you to return your annotated copy — but you should act on move-in day, since a delayed dispute is a weaker one.

HOW THE SYSTEM WORKS — YOUR ESCALATION PATH



The highlighted box shows where this bundle fits in the journey.

01

STEPS TO SUCCESS

Residential Tenancies Regulations 2025 (SA), reg 4

01

Photograph everything on move-in day

Take dated photographs and video of every room, every fixture, every surface — especially anything already damaged. Timestamp all files immediately.

02

Compare photos to the inspection sheet item by item

Note every discrepancy, no matter how minor. Minor discrepancies at move-in become major disputes at bond time.

03

Return your annotated copy promptly

There is no fixed statutory deadline, but act on move-in day. Return by email to create a timestamped record.

04

Send the dispute template with photographic evidence

Fill in all [bracketed] fields and send with your photos attached. Request written confirmation that your amendments have been recorded.

05

Record all correspondence in the Tracker

Log every interaction in your Discrepancy Log and Communication Log immediately.

IF YOU NEED TO ESCALATE — WHAT SACAT CAN ORDER

Your annotations do not need the landlord's approval to be valid — they are your own evidence, and become the direct comparison point at bond time if a cleaning or damage deduction is later disputed.

★ GOOD TO KNOW — NO FIXED RETURN DEADLINE — ACT ANYWAY

SA doesn't set a strict number of days for returning your annotated inspection sheet the way some other states do. That makes acting promptly, on move-in day, even more important — there's no statutory grace period protecting a delayed dispute.

■ CRITICAL — YOUR ANNOTATIONS ARE VALID WITHOUT THE LANDLORD'S APPROVAL

This is your own record — it doesn't require sign-off to count as evidence at bond time.

01

TEMPLATE — CONDITION REPORT DISPUTE

SA — SACAT

Residential Tenancies Regulations 2025 (SA), reg 4

1. COPY

Copy the letter below into a new email

2. FILL

Replace every **[bracketed]** field with your details

3. SEND

Email it — request a read receipt, save a copy

*Fill in every **[bracketed]** field, then send via email — request a read receipt.*

SUBJECT:

FORMAL DISPUTE OF INSPECTION SHEET: [Insert Property Address]

Please accept this formal notice that I dispute the accuracy of the inspection sheet provided for the above-referenced property. The sheet does not accurately reflect the actual state of the premises at the commencement of my tenancy.

1. NOTICE OF DISCREPANCY

- I have identified the following discrepancies between the inspection sheet and the actual state of the premises at move-in:
- Item / Area: **[e.g., Carpet — Living Room]** | Sheet States: **[e.g., Clean / Good]** | Actual Condition: **[e.g., Stained / Worn]**
- Item / Area: **[e.g., Bathroom Tiles]** | Sheet States: **[e.g., Good]** | Actual Condition: **[e.g., Cracked / Damaged grout]**
- **[Add further items as required in the same format.]**

2. DOCUMENTARY EVIDENCE ATTACHED

- Dated photographic evidence of each discrepancy is attached to this notice.
- These photos were taken on **[Insert Move-In Date]** and clearly document the condition of the property at the commencement of the tenancy.

3. AMENDMENTS ON RECORD

- Pursuant to regulation 4 of the Residential Tenancies Regulations 2025 (SA), my annotated inspection sheet records these discrepancies as part of the tenancy record.
- Please confirm in writing by **[Insert Date]** that your copy of the inspection sheet has been updated to match.

Yours sincerely,
[Your Full Name]
[Property Address]
[Date]
[Contact Number / Email]