



CONDITION INSPECTION REPORT

IMPORTANT:

Failure by the landlord to offer and participate in a condition inspection and give a copy of the inspection report to the tenant will result in the landlord losing any right to claim against the tenant's Security Deposit and/or Pet Damage Deposit for damage to the rental unit.

Failure by the tenant to participate in a condition inspection will result in the tenant forfeiting the Security Deposit and/or Pet Damage Deposit to the landlord.

INSTRUCTIONS:

1. This report must be completed and signed by the landlord and the tenant:
 - a) at the beginning of the tenancy when the tenant moves in to the rental unit,
 - b) if the landlord agrees to the tenant having a pet **and** no move-in inspection report was completed at the beginning of the tenancy, and
 - c) at the end of the tenancy after the tenant moves out.
2. The process for scheduling a condition inspection is:
 - a) the landlord and tenant must attempt to agree on a mutually acceptable date and time;
 - b) if no agreement is reached, the landlord must offer the tenant a proposed date and time;
 - c) if this time is unacceptable to the tenant, the tenant must propose an alternate time;
 - d) if this time is unacceptable to the landlord, or the tenant fails to respond to 2 b), a different time for the inspection must be offered by giving the tenant a Notice of Final Opportunity to Schedule a Condition Inspection, which the tenant must accept.
3. When completing the report, use the non-shaded areas for the move-in or pet acceptance inspection. Use the shaded areas for the move-out inspection.
4. Both the landlord and the tenant must sign the report on move-in (or pet acceptance) and again on move-out. The tenant may record disagreement with any items noted on the report.
5. A copy of the move-in (pink) inspection report (or inspection report following acceptance of a pet) must be given to the tenant within 7 days following the inspection. The landlord will keep the other two copies on file.
6. A copy of the move-out (yellow) inspection report must be given to the tenant within 15 days after the later of
 - a) the date the inspection was completed, and
 - b) the date the landlord received the tenant's forwarding address in writing.
7. The white copy of the inspection report is to be retained by the landlord.
8. Ensure both the Balance Due Tenant and Balance Due Landlord fields are filled in before the tenant signs the Security/Pet Damage Deposit Statement.

PART I - TENANCY INFORMATION

Tenant(s) full name(s) _____

Move-in: Inspecting tenant's or agent's name _____

Landlord's name _____

Landlord's address for service _____

Address of rental unit inspected _____

Date tenant entitled to possession of rental unit _____ Move-in inspection date and time _____

Move-out: Inspecting tenant's or agent's name _____

End of tenancy date _____ Scheduled move-out inspection date and time _____

Actual move-out inspection date and time _____



EXAMPLE

PART II - LIVING AREAS CONDITION

√ = satisfactory C = Needs Cleaning D = Damaged P = Needs Painting M = Missing W = Normal wear and tear S = Stained

		Ceilings, Walls	Floors, Carpets, Linoleum	Blinds, Curtains, Drapes	Cabinets, Counters, Closets, Cupboards	Light Fixtures, Light Bulbs, Electric & Electronic Connections
Entry, Halls, Stairs	move-in					
	move-out					
Living Room, Family Room	move-in					
	move-out					
Kitchen	move-in					
	move-out					
Dining Areas	move-in					
	move-out					
Bedroom #1	move-in					
	move-out					
Bedroom #2	move-in					
	move-out					
Bedroom #3/Den/Office	move-in					
	move-out					
Bathroom #1	move-in					
	move-out					
Bathroom #2	move-in					
	move-out					
Other:	move-in					
	move-out					
Other:	move-in					
	move-out					

EXAMPLE

PART III - OTHER AREAS, APPLIANCES AND FIXTURES

√ if satisfactory or describe any defects

Basement, Crawl Space	move-in	___ satisfactory or
	move-out	
Patio, Deck, Balcony, Porch	move-in	___ satisfactory or
	move-out	
Storage areas, Lockers	move-in	___ satisfactory or
	move-out	
Garage, Parking Area	move-in	___ satisfactory or
	move-out	
Yard, lawn, garden, shrubs	move-in	___ satisfactory or
	move-out	
Doors, screens, windows	move-in	___ satisfactory or
	move-out	

ONLY

PART III - continued

Furniture	move-in	___ satisfactory or
	move-out	
Appliances	move-in	___ satisfactory or
	move-out	
Laundry area	move-in	___ satisfactory or
	move-out	
Fireplaces, Heating Stoves	move-in	___ satisfactory or
	move-out	
Other:	move-in	___ satisfactory or
	move-out	

No. of keys given at move-in _____ Other access devices given at move-in _____

No. of keys given at move-out _____ Other access devices given at move-in _____

Smoke alarm(s) tested _____

Move-in: Functioning ___ Not Functioning ___ Comment: _____

Move-out: Functioning ___ Not Functioning ___ Comment: _____

PART IV - MOVE-IN INSPECTION

I _____ agree that this report fairly represents the condition of the rental unit.
 I _____ do not agree that this report fairly represents the condition of the rental unit for the following reasons:

EXAMPLE

 Tenant's Signature _____ Date: _____
 Landlord's Signature _____ Date: _____

ONLY

PART V - MOVE-OUT INSPECTION

I _____ agree that this report fairly represents the condition of the rental unit.
 I _____ do not agree that this report fairly represents the condition of the rental unit for the following reasons:

 Tenant's Signature _____ Date: _____
 Landlord's Signature _____ Date: _____

SECURITY/PET DAMAGE DEPOSIT STATEMENT

Amount of Security Deposit	\$ _____	Damage Repair/Replacement	\$ _____
Amount of Pet Damage Deposit	\$ _____	Key Replacement	\$ _____
Accrued Interest	\$ _____	Other Access Devices	\$ _____
TOTAL	\$ _____	Liquidated Damages	\$ _____
		Other:	\$ _____
Unpaid Rent / Late Fees	\$ _____	TOTAL	\$ _____
Utilities/Phone/Cable	\$ _____		
Carpet Cleaning	\$ _____	Deduct from Security Deposit	\$ _____
Window Cover Cleaning	\$ _____	Deduct from Pet Damage Deposit	\$ _____
Other Cleaning	\$ _____	BALANCE DUE TENANT	\$ _____
Carpet Cleaning	\$ _____	BALANCE DUE LANDLORD	\$ _____
Pet Damage	\$ _____		
Painting	\$ _____		

EXAMPLE

ONLY

I agree with the amounts noted above and authorize deduction of any Balance Due Landlord from my Security and/or Pet Damage Deposit. If the total owing to the Landlord exceeds my deposit(s), I agree to pay the Landlord the excess amount.

Tenant Signature: _____ Date Signed: _____
 Forwarding Address: _____