



# MOVE-IN/MOVE-OUT INSPECTION REPORT

## A. LEGAL NAME OF LANDLORD(S)

Landlord first and middle name (or business name)

Landlord first and middle name

Landlord last name

## B. LANDLORD'S ADDRESS FOR SERVICE

Site/unit #

Street # and name

City

State

Zip code

## C. LEGAL NAME OF TENANT(S)

First and middle name

Last name

First and middle name

Last name

## D. ADDRESS OF RENTAL UNIT

Site/unit #

Street # and name

City

State

Zip code

## E. POSSESSION DATE

DD/MM/YYYY

## F. MOVE-IN INSPECTION DATE

DD/MM/YYYY

## G. MOVE-OUT DATE

DD/MM/YYYY

## H. MOVE-OUT INSPECTION DATE

DD/MM/YYYY

## I. LEGAL NAME OF TENANT'S AGENT (IF APPLICABLE)

On move-in

On move-out

**CONDITION CODES**

- ✓ = Good
- F = Fair
- P = Poor
- M = Missing
- ST = Stained
- D = Damaged
- S = Scratched
- B = Broken
- DT = Dirty

CONDITION AT BEGINNING OF TENANCY		CONDITION AT END OF TENANCY	
COMMENT	CODE	COMMENT	CODE
Walls and Trim			
Ceilings			
Closets			
Lighting Fixtures/Ceiling fan/Bulbs			
Windows/Coverings/Screens			
Electrical Outlets			
Floor carpets			

**J. ENTRY**

**K. KITCHEN**

Ceiling			
Walls and trim			
Floor/Carpet			
Countertop			
Cabinets and Doors			
Stove/Stove Top			
Oven			
Exhaust Hood and Fan			
Taps, Sink and Stoppers			
Refrigerator			
• Crisper/Shelves			
• Freezer			
• Door/Exterior			
Closet(s)			
Dishwasher			
Lighting Fixtures/Bulbs			
Windows/Coverings/Screens			
Electrical Outlets			

**L. LIVING ROOM**

Ceiling			
Walls and Trim			
Floor/Carpet			
Air Conditioner/Cover			
Fireplace			
Tv Cable/Adaptor			
Closet(s)			
Lighting Fixtures/Ceiling fan/Bulbs			
Window/Coverings/Screens			
Electrical Outlets			

**CONDITION CODES**

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- DT = Dirty

CONDITION AT BEGINNING OF TENANCY		CONDITION AT END OF TENANCY	
COMMENT	CODE	COMMENT	CODE
Walls and Trim			
Ceilings			
Closets			
Lighting Fixtures/Ceiling fan/Bulbs			
Windows/Coverings/Screens			
Electrical Outlets			
Floor carpets			

**M. DINING ROOM**

**N. STAIRWELL AND HALL**

Treads and Landings			
Railing/Bannister			
Walls and trim			
Ceilings			
Closets			
Lighting Fixtures/Bulbs			
Windows/Coverings/Screens			
Electrical Outlets			

**O. MAIN BATHROOM**

Ceiling			
Walls and Trim			
Floor/Carpet			
Cabinets and Mirror			
Tub/Shower/Taps/Stopper			
Sink/Stopper/Taps			
Toilet			
Door			
Lighting Fixtures/Ceiling Fans/ Bulbs			
Window/Coverings/Screens			
Electrical Outlets			

**P. PRIMARY BEDROOM (1)**

Ceiling			
Walls and Trim			
Floor/Carpet			
Closet(s)			
Doors			
Lighting Fixtures/Ceiling Fans/Bulbs			
Window/Coverings/Screens			
Electrical Outlets			

**CONDITION CODES**

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- M = Missing
- ST = Stained
- D = Damaged
- S = Scratched
- B = Broken
- DT = Dirty

	CONDITION AT BEGINNING OF TENANCY		CONDITION AT END OF TENANCY	
	COMMENT	CODE	COMMENT	CODE
Walls and Trim				
Ceilings				
Floor/Carpets				
Closet(s)				
Door				
Lighting Fixtures/Ceiling fan/Bulbs				
Windows/Coverings/Screens				
Electrical Outlets				

**Q. BEDROOM (2)**

**R. EXTERIOR**

Front and Rear				
Entrances				
Patio/Balcony Doors				
Garbage Containers				
Glass and Frames				
Stucco and/or siding				
Lighting Fixtures/Bulbs				
Grounds and Walks				
Electrical Outlets				

**S. UTILITY ROOM**

Washer/Dryer				
Electrical Outlets				

**T. GARAGE OR PARKING AREA**

Electrical Outlets				
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**U. BASEMENT**

Stair and Stairwell				
Walls and Floor/Carpet				
Furnace, Water Heater, Plumbing				
Windows/Coverings/Screens				
Lighting Fixtures/Bulbs				
Electrical outlets				

**V. STORAGE**

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## W. KEYS AND CONTROLS

TYPE OF KEY OR CONTROL	# ISSUED AT START OF TENANCY	# RETURNED AT END OF TENANCY
Building entrance keys		
Rental unit entrance main locks		
Rental unit deadbolt		
Parking remote control		



**X. START OF TENANCY**

Inspections should be conducted when the premises are vacant unless the landlord and tenant or their agents otherwise agree.

Signature of tenant or tenant's agent

Signature of landlord or landlord's agent

List Repairs to be complete at the start of the tenancy

**Y.** The inspection of the premises was conducted on \_\_\_\_\_ by \_\_\_\_\_ and by \_\_\_\_\_

Signature of landlord or landlord's agent

I, \_\_\_\_\_, agree that this report fairly represents the condition of the premises”  
or

I, \_\_\_\_\_, disagree that this report fairly represents the condition of the premises for the following reasons:

**IF THE TENANT OR THE TENANT'S AGENT REFUSES TO SIGN ONE OF THE STATEMENTS:**

The tenant or tenant's agent present at the inspection refused to sign the tenant's statement.

Signature of landlord or landlord's agent

**IF AN INSPECTION IS CONDUCTED BY THE LANDLORD OR THE LANDLORD'S AGENT WITHOUT THE TENANT OR TENANT'S AGENT BEING PRESENT, AFTER 2 FAILED ATTEMPTS TO DO THE INSPECTION TOGETHER:**

The inspection of the premises was conducted on \_\_\_\_\_ by \_\_\_\_\_ without the tenant or the tenant's agent being present.

Signature of landlord or landlord's agent

**Z. END OF TENANCY**

Inspections should be conducted when the premises are vacant unless the landlord and tenant or their agents otherwise agree.

Signature of tenant or tenant's agent

Signature of landlord or landlord's agent

List Damage to the rental unit or residential property for which the tenant is responsible:

1. The inspection of the premises was conducted on \_\_\_\_\_ by \_\_\_\_\_ and by \_\_\_\_\_

Signature of landlord or landlord's agent

I, \_\_\_\_\_, agree that this report fairly represents the condition of the premises”  
or

I, \_\_\_\_\_, disagree that this report fairly represents the condition of the  
premises for the following reasons:

**IF THE TENANT OR THE TENANT’S AGENT REFUSES TO SIGN ONE OF THE STATEMENTS:**

The tenant or tenant’s agent present at the inspection refused to sign the tenant’s statement.

Signature of landlord or landlord’s agent

**IF AN INSPECTION IS CONDUCTED BY THE LANDLORD OR THE LANDLORD’S AGENT WITHOUT THE TENANT OR TENANT’S AGENT BEING PRESENT, AFTER 2 FAILED ATTEMPTS TO DO THE INSPECTION TOGETHER:**

The inspection of the premises was conducted on \_\_\_\_\_ by \_\_\_\_\_  
without the tenant or the tenant’s agent being present.

Signature of landlord or landlord’s agent



**2. I, (TENANT’S NAME)**

\_\_\_\_\_

Agree to the following deductions from my security deposit:

Date: DD/MM/YYYY

Signature of Tenant





**3. LANDLORD'S SIGNATURE (ON MOVE-IN)**

**LANDLORD'S SIGNATURE (ON MOVE-OUT)**

**4. TENANT'S SIGNATURE (ON MOVE-IN)**

**TENANT'S SIGNATURE (ON MOVE-OUT)**

**5. TENANT'S FORWARDING ADDRESS**

Site/unit #

Street # and name

City

State

Zip code

Email address for service



**6. LANDLORD'S NAME AND ADDRESS AT THE END OF THE TENANCY**

First and middle name

Last name

Site/unit #

Street # and name

City

State

Zip code



# INSTRUCTIONS FOR COMPLETING RENTAL UNIT CONDITION REPORT

The Residential Tenancies Act states the inspection report has to be in writing. Landlords and tenants are required to inspect residential premises within one week before or after a tenant takes or gives up possession of the residential premises. The landlord must give the tenant a copy of the report immediately following the inspection. If the landlord or tenant complete improvements, it is recommended that a new condition inspection report is completed or an addendum signed by both parties is attached to this report.

## AT THE START OF THE TENANCY:

- 1. BOX A:** Insert the legal name of the landlord.
- 2. BOX B:** Insert the landlord's address for service at the start of the tenancy.
- 3. BOX C:** Insert the legal name of the tenant.
- 4. BOX D:** Insert the address of the rental unit, including suite or apartment number and street address as set out in the tenancy agreement.
- 5. BOX E:** Insert the date the tenant is entitled to possession of the rental unit.
- 6. BOX F:** Insert the date the move-in inspection is conducted.
- 7. BOX I:** Insert the names of the person who carries out the inspection on behalf of the tenant, if not the tenant.
- 8. BOXES J, K, L, M, N, O, P, Q, R, S, T, U AND V:** Use the "Comment" and "Code" columns under the heading "Condition at Beginning of Tenancy" to record the code that best describes the condition of the premises at the beginning of the tenancy for each of the rooms or areas of the rental unit listed in these boxes. Under the Code column list the code for the word that best describes the state of repair or damage, and the code that best describes the state of cleanliness of the unit. If condition and cleanliness are both good, use the . If not, only one code for condition and one code for cleanliness (DT or ST), should be used. Use the comment column to provide details, if necessary, to better describe the condition described by the codes. FOR EXAMPLE: if the ceiling had 3 small holes in it and was clean, on the "ceiling" line you would insert in the Code column the code letter "D" to indicate that the ceiling was damaged and would write the words "3 small holes" in the comment column to describe the damage. If the ceiling was also dirty, you would also insert the letters DT in the Code column. Blank lines should be used to add items such as furniture and electrical connections that are not specified on the form. Tenants can use the "comments" column to note any specific disagreement with the landlord's assessment.
- 9. BOX W:** Keys and Controls. Use this section to record the number of keys or controls given to the tenants at the beginning of the tenancy. Keys and controls include metal or plastic door keys, and remote controls to open secured parking gates or garage doors.
- 10. BOX X:** Use this box to list repairs that need to be done at the start of the tenancy.
- 11. BOX Y:** If the tenant disagrees with the report, check "disagree, for the following reasons", note the parts of the report that he or she disagrees with, if any, and set out the condition that he or she thinks best describes that part of the rental unit, and then sign and date this box. If the tenant agrees with report, check "agree", and sign and date the box.
- 12. BOX 3:** The landlord is to sign in this box on move-in, indicating that the report has been completed.
- 13. BOX 4:** The tenant, or the tenant's agent, is to sign in this box on move-in, indicating that the report has been completed.

## AT THE END OF THE TENANCY:

- 15. BOX G:** Insert the date the tenant moves out of the rental unit.
- 16. BOX H:** Insert the date the move-out inspection is carried out.
- 17. BOX I:** Insert the names of the person who carries out the inspection on behalf of the tenant, if not the tenant.
- 18. BOXES J, K, L, M, N, O, P, Q, R, S, T, U AND V:** Following the procedure set out in (8), using the column for "Condition at End of Tenancy".
- 19. BOX W:** Record the number of keys or controls returned by the tenants at the end of the tenancy.
- 20. BOX Z:** Use this box to list all damage to the rental unit or residential property for which the tenant is responsible. date the in-spection was completed, and the date the landlord receives the tenant's forwarding address in writing.
- 21. BOX 1:** If the tenant disagrees with the report, check, note the parts of the report that he or she disagrees with, if any, and set out the condition that he or she thinks best describes that part of the rental unit, and then sign and date this box. If the tenant agrees with report, check "agree", and sign and date the box.
- 22. BOX 2:** If, at the end of the tenancy, the tenant agrees that the landlord may retain all or a part of the security deposit or the pet damage deposit to pay a liability or obligation owed by the tenant to the landlord, the tenant should set out details of the amounts to be deducted, and what each amount is for. The tenant's agent cannot agree to deductions from the security or pet damage deposit without authorization from the tenant.
- 23. BOX 3:** The landlord is to sign in this box on move-out, indicating that the report has been completed.
- 24. BOX 4:** The tenant, or the tenant's agent, is to sign in this box on move-out, indicating that the report has been completed.
- 25. BOX 5:** The tenant, or the tenant's agent, is to insert the tenant's forwarding address in this space so that the landlord will have an address to forward the security deposit and mail, to the tenant.
- 26. BOX 6:** The landlord is to insert his or her name and current mailing address in this space so that the tenant may know where and how to contact the landlord in the future.
- 27.** The landlord should give the tenant a signed copy of this report immediately, if possible. If the landlord needs to have a copy made, a signed copy must be provided to the tenant within 15 days after the later of, the date the inspection was completed, and the date the landlord receives the tenant's forwarding address in writing (this includes an email address provided by the tenant as an address for service).