

INSPECTION REPORTS

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.

It is an offence for a landlord to make a deduction for damages from the security deposit when the tenant moves out if:

- the inspection reports are not completed,
- the inspection reports do not contain all the correct statements and signatures, or
- a copy of the reports are not provided to the tenant or tenant's agent.

Incoming and outgoing inspection reports must contain the following specific statements and **must** be signed:

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

When an inspection has been conducted by the landlord and the tenant or their agents, the inspection report

a. **must** contain the following statement and the landlord or the landlord's agent must sign the statement:

"The inspection of the premises was conducted on (date) by (landlord or landlord's agent) and by (tenant or the tenant's agent)" and

b. **must** contain both of the following statements and the tenant or the tenant's agent must sign one of the statements:

(i.) ***"I, (name of tenant or tenant's agent), agree that this report fairly represents the condition of the premises"*** or

(ii.) ***"I, (name of tenant or tenant's agent), disagree that this report fairly represents the condition of the premises for the following reasons:"***

Where the tenant or the tenant's agent refuses to sign one of the statements, the inspection report **must** contain the following statement and be signed by the landlord or the landlord's agent:

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

Where 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 report **must** contain the following statement and the landlord or the landlord's agent must sign the statement:

"The inspection of the premises was conducted on (date) by (landlord or landlord's agent) without the tenant or the tenant's agent being present."

- A landlord can conduct the inspection without the tenant being present if the landlord has offered the tenant two inspection times, on two different days that are not holidays, between 8 a.m. and 8 p.m., and the tenant has refused or did not attend.
- The landlord must keep copies of the inspection reports for three years after the tenancy terminates.