Rental Accommodation Inspection Report - Appendix 233F

The **Residential Tenancies Act** of **Alberta** states the inspection report has to be in writing. Landlords and tenants are required to inspect residential rental premises within one week before or after a tenant takes or gives up possession of the rental premises. The tenant <u>must</u> be given 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 is not provided to the tenant or tenant's agent.

Incoming and outgoing inspection reports must contain the following specific statements and <u>must</u> be signed:

• Inspections should be conducted when the rental premises are vacant unless the landlord's representative and the tenant or their agent otherwise agree.

When an inspection has been conducted by the landlord's representative and the tenant or their agent, the inspection report

- a. **must** contain the following statement and the landlord's representatives must sign the statement:
 - i. "The inspection of the rental premises was conducted on (date) by (the landlord's representative) 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 <u>one</u> of the statements:
 - i. "(name of tenant or tenant's agent), agree that this report fairly represents the condition of the rental premises" or;
 - ii. "I, (name of tenant or tenant's agent), disagree that this report fairly represents the condition of the rental premises for the following reasons:"

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

i. "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's representative without the tenant or tenant's agent being present, after two (2) failed attempts to do the inspection together, the report <u>must</u> contain the following statement and the landlord's representative must sign the statement:

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

The landlord's representative can conduct the inspection without the tenant being present if the landlord's representative has offered the tenant two inspection times, on two different days, and the tenant has refused or did not attend.

The landlord's representative must keep copies of the inspection reports for three years after the tenancy terminates.



Accommodation Inspection Report - Appendix 233F

ACCOMMODATIO	ON INSPE	CTION F	REPORT							
Address of Rental Premises:							The Catholic Archdi	ocese of Edmonton		
Name of Tenant:					Name of					
Name of Tenant:					Parish A					
Phone Number of					Parish Phone N					
Inspections should				nt unless the landl	dlord's representative and tenant otherwise agree.					
TATING.	IN CON			3.6.111	OUT CONDITION Number of Keys returned for premises: Mailbox:					
KEYS	+		or premises:	Mailbox:			_	Mailbox:		
ENTRANCE Doors, Closets	Great	ОК	Needs Repair	Description	Great	OK	Needs Repair	Description		
Walls, Trim			+							
Floor Covering										
Ceiling										
Windows, Screens										
Electrical fixtures										
Other										
		1								
KITCHEN	Great	OK	Needs Repair	Description	Great	OK	Needs Repair	Description		
Walls, Trim Floor Covering	1	1	+	1						
Ceiling	1	+	1	1	-	1				
Countertops, Sinks	1	+	†			+				
Cupboards, Doors	1	<u> </u>								
Stove/Hood			<u> </u>							
Fridge										
Dishwasher										
Windows, Screens			1			1				
Electrical fixtures										
Other										
		1								
LIVING/										
DINING ROOM	Great	ок	Needs Repair	Description	Great	ок	Needs Repair	Description		
Walls, Trim										
Floor Covering										
Ceiling										
Closets, Doors										
Drapes, Rods Windows, Screens	-									
Electrical fixtures										
Other										
BEDROOM 1	Great	OK	Needs Repair	Description	Great	OK	Needs Repair	Description		
Walls, Trim Floor Covering	+	1	+	-				-		
Ceiling	1	1				1				
Closets, Doors	1	1	1	İ		1				
Drapes, Rods										
Windows, Screens										
Electrical fixtures	1	1	1							
Other	1	+	+	1				<u> </u>		
	1	+								
BEDROOM 2	Great	OK	Needs Repair	Description	Great	OK	Needs Repair	Description		
Walls, Trim				F - V						
Floor Covering										
Ceiling	1	1	<u> </u>			1				
Closets, Doors	1	1	-			1				
Drapes, Rods Windows, Screens	1	1	+			1				
Electrical fixtures	+	+	1	1	+	+				
Other	1	†	1		1	†				
-	1	1		1		1	1			



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	IN CON	DITION			OUT CO	OUT CONDITION				
BEDROOM 3	Great	OK	Needs Repair	Description	Great	OK	Needs Repair	Description		
Walls, Trim				•						
Floor Covering										
Ceiling										
Closets, Doors										
Drapes, Rods										
Windows, Screens										
Electrical fixtures										
Other										
MAIN BATHROOM	Great	ОК	Needs Repair	Description	Great	ОК	Needs Repair	Description		
Walls, Trim				-				_		
Floor Covering										
Ceiling/Fan										
Electrical fixtures										
Closets, Doors										
Windows, Screens										
Toilet										
Bathtub, Shower										
Sink, Vanity,										
Mirrors						1				
Other										
SECOND BATHROOM	Great	OK	Needs Repair	Description	Great	OK	Needs Repair	Description		
Walls, Trim										
Floor Covering										
Ceiling/Fan										
Electrical fixtures										
Closets, Doors										
Windows, Screens										
Toilet										
Bathtub, Shower										
Sink, Vanity,										
Mirrors										
Other										
	1	1		1		+	-			
CARAGE	G :	077	N I D	D 1.1	<u> </u>	OIZ	N. I.B.	D : :		
GARAGE Walla Tribus	Great	OK	Needs Repair	Description	Great	OK	Needs Repair	Description		
Walls, Trim	1	1		1		+	-			
Floor Covering	-	1		1	-	+				
Ceiling Doors	 	+	+	-		+				
Electrical fixtures	-	1		1	-	+				
Other	1	+		+		+	+			
Oulei	-	-	+		_	+				
	1	+	+	1		+	1			
EVEEDIOD	Current	OV	Needs Repair	Dogowins:	Const	OV	Manda Danain	Description		
EXTERIOR Entrance Walk	Great	OK	needs Kepair	Description	Great	OK	Needs Repair	Description		
Roof	-	1		1	-	+				
Gutters	-	1		1	-	+				
Siding	 	-		-	_	+	-			
Doors	1	+	+	-		+	+			
	-	-	+		_	+				
Lawn, plants Fence, Gates	 	+	+	-		+				
Patio/Deck	 	-		-	_	+	-			
Other	1	+		 		+	1			
Oulei	1	+	+	-		+	+			
	1	+	+	1	-	+	+			
	1	1		1		1		1		



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OUT CONDITION

Location/Item	Great	OK	Needs Repair	Description		Great	OK	Needs Repair	Description		
Washer											
Dryer											
Repairs to be completed at start of tenancy: (list repairs)						Damage to rental unit or residential property for which the tenant is responsible: (list damages)					
When the Land	llord's re	present	ative and the	Tenant insp	ect th		es togeth	er.			
1. The inspection	n of the p	remises	was conducted	on:	1.	The inspe	ection of t	he premises was	s conducted on:		
	by						1	by			
Date		Landlord'	s Representative		Date		-	Landlord's Rep	presentative		
and by					and	l by					
Tenant(s	s) or Agent					Te	enant(s) or Ag	gent			
Signature of Landlord's	s representativ	/e			Sign	ature of Land	dlord's represe	entative			
Ü	1										
2. I,		a	gree that this re	port fairly	2. I, agree that this report fairly						
represents the co	andition o			portruity		,	no conditi				
represents the co	Jilalalon o	n the pro	cillises.		represents the condition of the premises.						
Signature of Tenant(s)or A	gent				Signature of Tenant(s)or Agent						
2.1		11.			12	т		1	- d d		
3. I,			agree that this r		3. I, disagree that this report fairly						
represents the co	ondition o	of the pro	emises for the r	easons	represents the condition of the premises for the reasons						
listed below:				list	ed below	:					
Signature of Tenant(s)or Agent						ature of Tena	ant(s)or Agen	t			
When the Land	llord's re	present	ative inspects	the premises	s with	out the [Tenant				
4. The inspection					4. The inspection of the premises was done on:						
1	by				by						
Date		Landlord(s)		Date Landlord(s)						
	without the Tenant or Tenant's Agent being present.						without the Tenant or Tenant's Agent being present.				
Without the Ten		idire 571	gent cenig pres		without the remain of remain strigent being present.						
Signature of Tenant(s)or Agent						Signature of Tenant(s)or Agent					
Signature of Tenant(s)	organista or romaniajor regent						ant(s)or Agen	I			
5 I nomes to 41.	follo	a da d	tions factor to		ام سح		osit. ¢				
5. I agree to the	ionowing	g deduc	nons from my s	security and/o	or dan	nage depo	OSIL: D				
Signature of Tenant(s) or Agent											
6. The Tenant or the Tenant's Agent refused to sign the tenant's statement.											
o. The Tenant O	i ine rena	un s Ag	em rerused to s	igii uie tenan	i S Sta	uemem.					
Signature of Landlord's	s representativ	/e									
- 5	- r	-									

IN CONDITION

^{*}The inspection report should say what needs to be fixed and cleaned, and who will be responsible for each item.



ADDITIONAL NOTES

^{*}Taking pictures or a video that is kept with the copy of the inspection report is also useful, though not required.