

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 must 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 must 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 one 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 must 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 must contain the following statement and the landlord's representative must sign the statement:

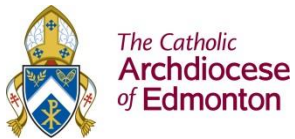
- i. ***"The inspection of the rental premises was conducted on (date) by (landlord's representative) without the tenant or the tenant's agent being present."***

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.

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ACCOMMODATION INSPECTION REPORT								
Address of Rental Premises:				Landlord:	The Catholic Archdiocese of Edmonton			
Name of Tenant:				Name of Parish:				
Name of Tenant:				Parish Address:				
Phone Number of Tenant:				Parish Phone Number:				
Inspections should be conducted when premises are vacant unless the landlord's representative and tenant otherwise agree.								
	IN CONDITION				OUT CONDITION			
KEYS	Number of Keys for premises:		Mailbox:	Number of Keys returned for premises:		Mailbox:		
ENTRANCE	Great	OK	Needs Repair	Description	Great	OK	Needs Repair	Description
Doors, Closets								
Walls, Trim								
Floor Covering								
Ceiling								
Windows, Screens								
Electrical fixtures								
Other								
KITCHEN	Great	OK	Needs Repair	Description	Great	OK	Needs Repair	Description
Walls, Trim								
Floor Covering								
Ceiling								
Countertops, Sinks								
Cupboards, Doors								
Stove/Hood								
Fridge								
Dishwasher								
Windows, Screens								
Electrical fixtures								
Other								
LIVING/ DINING ROOM	Great	OK	Needs Repair	Description	Great	OK	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								
Ceiling								
Closets, Doors								
Drapes, Rods								
Windows, Screens								
Electrical fixtures								
Other								
BEDROOM 2	Great	OK	Needs Repair	Description	Great	OK	Needs Repair	Description
Walls, Trim								
Floor Covering								
Ceiling								
Closets, Doors								
Drapes, Rods								
Windows, Screens								
Electrical fixtures								
Other								



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	IN CONDITION				OUT CONDITION			
	Great	OK	Needs Repair	Description	Great	OK	Needs Repair	Description
BEDROOM 3								
Walls, Trim								
Floor Covering								
Ceiling								
Closets, Doors								
Drapes, Rods								
Windows, Screens								
Electrical fixtures								
Other								
MAIN 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								
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								
GARAGE	Great	OK	Needs Repair	Description	Great	OK	Needs Repair	Description
Walls, Trim								
Floor Covering								
Ceiling								
Doors								
Electrical fixtures								
Other								
EXTERIOR	Great	OK	Needs Repair	Description	Great	OK	Needs Repair	Description
Entrance Walk								
Roof								
Gutters								
Siding								
Doors								
Lawn, plants								
Fence, Gates								
Patio/Deck								
Other								

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ADDITIONAL NOTES		IN CONDITION				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 Landlord's representative and the Tenant inspect the premises together.

IN	OUT
1. The inspection of the premises was conducted on: _____ by _____ Date _____ Landlord's Representative and by _____ Tenant(s) or Agent	1. The inspection of the premises was conducted on: _____ by _____ Date _____ Landlord's Representative and by _____ Tenant(s) or Agent
Signature of Landlord's representative	Signature of Landlord's representative

2. I, _____ agree that this report fairly represents the condition of the premises.	2. I, _____ agree that this report fairly represents the condition of the premises.
Signature of Tenant(s) or Agent	Signature of Tenant(s) or Agent

3. I, _____ disagree that this report fairly represents the condition of the premises for the reasons listed below:	3. I, _____ disagree that this report fairly represents the condition of the premises for the reasons listed below:
Signature of Tenant(s) or Agent	Signature of Tenant(s) or Agent

When the Landlord's representative inspects the premises without the Tenant

4. The inspection of the premises was done on: _____ by _____ Date _____ Landlord(s) without the Tenant or Tenant's Agent being present.	4. The inspection of the premises was done on: _____ by _____ Date _____ Landlord(s) without the Tenant or Tenant's Agent being present.
Signature of Tenant(s) or Agent	Signature of Tenant(s) or Agent

5. I agree to the following deductions from my security and/or damage deposit: \$ _____

Signature of Tenant(s) or Agent _____

6. The Tenant or the Tenant's Agent refused to sign the tenant's statement.

Signature of Landlord's representative _____

*Taking pictures or a video that is kept with the copy of the inspection report is also useful, though not required.
*The inspection report should say what needs to be fixed and cleaned, and who will be responsible for each item.

