



**STÁUTW First Nation
CONDITION INSPECTION REPORT**

SEE INSTRUCTIONS FOR COMPLETING THIS FORM ON THE LAST PAGE

A. LEGAL NAME OF LANDLORD (if entry is a business name, enter the full legal business name)

Last name, first and middle names

B. LANDLORD'S ADDRESS FOR SERVICE

Full mailing address

C. EMAIL ADDRESS OF LANDLORD

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D. LEGAL NAME OF TENANT(S)

Last name, first and middle names

Last name, first and middle names

E. ADDRESS OF RENTAL UNIT

Full mailing address

F. EMAIL ADDRESS OF TENANT

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G. LEGAL NAME OF TENANT'S AGENT (if applicable)

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H. POSSESSION DATE

mmm/dd/yyyy

I. MOVE-IN INSPECTION DATE

mmm/dd/yyyy

J. MOVE-OUT DATE

mmm/dd/yyyy

K. MOVE-OUT INSPECTION DATE

mmm/dd/yyyy

Condition codes: ✓ = Good ST = Stained F = Fair B = Broken P = Poor D = Damaged DT = Dirty M = Missing	Condition at Beginning of Tenancy		Condition at End of Tenancy	
	COMMENT	CODE	COMMENT	CODE

L. ENTRY	Walls and Trim				
	Ceilings				
	Closets				
	Lighting Fixtures/ Ceiling Fan/Bulbs				
	Windows/ Coverings/ Screens				
	Electrical Outlets				
	Floor Carpet				
M. 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					

N. LIVING ROOM	Ceiling				
	Walls and Trim				
	Floor/Carpet				
	Air Conditioner/ Cover				
	Fireplace				
	TV Cable Adaptor				
	Closet(s)				
	Lighting Fixtures/ Ceiling Fan/Bulbs				
	Windows/ Coverings/ Screens				
	Electrical Outlets				
O. DINING ROOM	Ceiling				
	Walls and Trim				
	Floor/Carpet				
	Lighting Fixtures/ Ceiling Fan/ Bulbs				
	Windows/ Coverings/ Screens				
	Electrical Outlets				
P. STAIR WELL and	Treads and Landings				
	Railing/ Bannister				
	Walls and Trim				
	Ceilings				
	Closets				
	Lighting fixtures/ Ceiling Fan/				

HALL	Bulbs				
	Windows/ Coverings/ Screens				
	Electrical Outlets				

Q. MAIN BATH- ROOM	Ceiling				
	Walls and Trim				
	Floor/ Carpet				
	Cabinets and Mirror				
	Tub/Shower/ Taps/Stopper				
	Sink/Stopper/ Taps				
	Toilet				
	Door				
	Lighting Fixtures/ Ceiling Fan/ Bulbs				
	Windows/ Coverings/ Screens				
	Electrical Outlets				

R. MASTER BED- ROOM (1)	Ceiling				
	Walls and Trim				
	Floor/Carpet				
	Closet(s)				
	Doors				
	Lighting Fixtures/ Ceiling Fan/ Bulbs				
	Windows/ Coverings/ Screens				
	Electrical Outlets				

S. BED- ROOM (2)	Ceiling				
	Walls and Trim				
	Floor/Carpet				
	Closet(s)				
	Doors				
	Lighting Fixtures/ Ceiling Fan/ Bulbs				
	Windows/ Coverings/ Screens				
	Electrical Outlets				

T. EXTERIOR	Front and Rear Entrances				
	Patio/ Balcony Doors				
	Garbage Containers				
	Glass and Frames				
	Stucco and/or Siding				
	Lighting Fixtures/ bulbs				
	Yard, Grounds and Walks				
	Electrical Outlets				

U. UTILITY ROOM	Washer/ Dryer				
	Electrical Outlets				

V. GARAGE OR PARKING AREA	Electrical Outlets				

W. BASEMENT	Stair and Stairwell				
	Walls and Floor/ Carpet				
	Furnace, water Heater, Plumbing				
	Windows/ Coverings/ Screens				
	Lighting Fixtures/ Bulbs				
	Electrical Outlets				

X. STORAGE					

Y. KEY OR CONTROL	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		

START OF TENANCY

Repairs to be completed at start of tenancy: (list repairs)

1. I, (Tenant's Name) _____

<input type="checkbox"/> agree that this report fairly represents the condition of the rental unit
<input type="checkbox"/> do not agree that this report fairly represents the condition of the rental unit, for the following reasons:

END OF TENANCY

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

2. I, (Tenant's Name) _____

agree to the following deductions from my security and/or pet damage deposit:

Security Deposit: _____

Pet Damage Deposit: _____

Date (mmm/dd/yyyy): _____

Signature of Tenant: _____

Signature of Tenant: _____

3. Landlord's Signature: (on Move-In) _____
(on Move-Out) _____

4. Tenant's Signature(s): (on Move-In) _____

(on Move-Out) _____

5. TENANT'S FORWARDING ADDRESS:

Unit #	Street Address		
City	Province	Postal Code	

6. LANDLORD NAME & ADDRESS AT END OF TENANCY:

Last Name, First & Middle Names
(if entry for landlord is a business name, enter full legal business name)

Unit #	Street Address		
City	Province	Postal Code	

INSTRUCTIONS FOR COMPLETING RENTAL UNIT CONDITION REPORT

The landlord and tenant or their representatives are to view the condition of the rental unit together and record the condition of the rental unit at the time of move-in and at the time of move-out by the tenant.

If the landlord or the tenant(s) complete improvements, it is recommended that a new condition inspection report is completed or an addendum signed by both parties is attached to the report.

At the start of 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 email address of the landlord.
4. Box D: Insert the legal name of the tenant.
5. Box E: Insert the address of the rental unit, including suite or apartment number and street address as set out in the tenancy agreement.
6. Box F: Insert the email address of the tenant.
7. Box G: Insert the names of the person who carries out the inspection on behalf of the tenant, if not the tenant.
8. Box H: Insert the date the tenant is entitled to possession of the rental unit.
9. Box I: Insert the date the move-in inspection is conducted.
10. Boxes J, K, L, M, N, O, P, Q, R, S, T, U, V, W and X: Use the "comment" and "Code" columns under the heading

"Condition at the 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 the condition and cleanliness are both good, use the G. 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 "three 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.

11. Box Y: Keys and controls. Use of 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.
12. Box Z: Use this box to list repairs that need to be done at the start of the tenancy.
13. Box 1: 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.
14. Box 5: The landlord is to sign in this box on move-in, indicating that the report has been completed.
15. Box 6: The tenant, or the tenant's agent, is to sign in this box on move-in, indicating that the report has been completed.
16. The landlord should give the tenant a signed copy of this report immediately, if possible, or must provide a signed copy to the tenant within 7 days of the inspection.
17. Box J: Insert the date the tenant moves out of the rental unit.
18. Box K: Insert the date the move-out inspection is carried out.
19. Box G: Insert the names of the person who carries out the inspection on behalf of the tenant, if not the tenant.
20. Boxes L, M, N, O, P, Q, R, S, T, U, V, W, X: Following the procedure set out in (8), using column for "Condition at End of Tenancy".
21. Box Y: Record the number of keys or controls returned by the tenants at the end of the tenancy.
22. Box 2: Use this box to list all damage to the rental unit or Residential property for which the tenant is responsible.
23. Box 2: If the tenant disagrees with the report, check "do not agree, 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 the report, check "agree", and sign and date the box.
24. Box 4: If, at the end of the tenancy, the tenant agrees that the landlord may retain all or 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.
25. Box 5: The landlord is to sign in this box on move-out, indicating that the report has been completed.
26. Box 6: The tenant, or the tenant's agent, is to sign in this box on move-out, indicating that the report has been completed.
27. Box 7: 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.
28. Box 8: 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.
29. 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.

FOR MORE INFORMATION

TSAWOUT FIRST NATION WEBSITE: <http://tsawout.com/departments/housing>

Or contact the Administrator at:

STÁUTW First Nation
Saanichton, BC V8M 2C3

Phone: (250) 652-9101

Fax: (250) 652-9114

Email: [\[insert email address\]](#)

Form _____

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