

**SEE INSTRUCTIONS FOR COMPLETING FORM ON LAST PAGE**

**#RTB – 27**

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

**E. POSSESSION DATE**

last name, first & middle names

day month year

**B. LANDLORD'S ADDRESS FOR SERVICE**

**F. MOVE-IN INSPECTION DATE**

unit # street address city province postal code

day month year

**C. LEGAL NAME OF TENANT**

**G. MOVE-OUT DATE**

last name, first & middle names

day month year

**D. ADDRESS OF RENTAL UNIT**

**H. MOVE-OUT INSPECTION DATE**

unit # street address city province postal code

day month year

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

On Move-In On Move-Out

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

<b>J. ENTRY</b>	Walls and Trim				
	Ceilings				
	Closets				
	Lighting Fixtures/Ceiling Fan/Bulbs				
	Windows/Coverings/Screens				
	Electrical Outlets				
	Floor Carpet				
<b>K. KITCHEN</b>	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					
<b>L. LIVING ROOM</b>	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				

		COMMENT	CODE	COMMENT	CODE
<b>M. DINING ROOM</b>	Ceiling				
	Walls and Trim				
	Floor/Carpet				
	Lighting Fixtures/Ceiling Fan/Bulbs				
	Window/Coverings/Screens				
	Electrical Outlets				
<b>N. STAIRWELL and HALL</b>	Treads and Landings				
	Railing/Bannister				
	Walls and Trim				
	Ceilings				
	Closets				
	Lighting Fixtures/Ceiling Fan/Bulbs				
	Windows/Coverings/Screens				
Electrical Outlets					
<b>O. MAIN BATHROOM</b>	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					
<b>P. MASTER BEDROOM (1)</b>	Ceiling				
	Walls and Trim				
	Floor/Carpet				
	Closet(s)				
	Doors				
	Lighting Fixtures/Ceiling Fan/Bulbs				
	Windows/Coverings/Screens				
Electrical Outlets					
<b>Q. BEDROOM (2)</b>	Ceiling				
	Walls and Trim				
	Floor/Carpet				
	Closet(s)				
	Doors				
	Lighting Fixtures/Ceiling Fan/Bulbs				
	Windows/Coverings/Screens				
Electrical Outlets					
<b>R. EXTERIOR</b>	Front and Rear Entrances				
	Patio/Balcony Doors				
	Garbage Containers				
	Glass and Frames				
	Stucco and/or Siding				
	Lighting Fixtures/Bulbs				
	Grounds and Walks				
	Electrical Outlets				
<b>S. UTILITY ROOM</b>	Washer/Dryer				
	Electrical Outlets				
<b>T. GARAGE OR PARKING AREA</b>	Electrical Outlets				

		COMMENT	CODE	COMMENT	CODE
<b>U. BASEMENT</b>	Stair and Stairwell				
	Walls and Floor/Carpet				
	Furnace, Water Heater, Plumbing				
	Windows/Coverings/Screens				
	Lighting Fixtures/Bulbs				
	Electrical Outlets				
<b>V. STORAGE</b>					
<b>W. KEYS AND CONTROLS</b>	<b>TYPE OF KEY OR CONTROL</b>	<b># ISSUED AT START OF TENANCY</b>		<b># RETURNED AT END OF TENANCY</b>	
	Building Entrance Keys				
	Rental Unit Entrance Main Locks				
	Rental Unit Deadbolt				
	Parking Remote Control				

### START OF TENANCY

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

\_\_\_\_\_

\_\_\_\_\_

**Y. I,** (Tenant's name) \_\_\_\_\_

agree that this report fairly represents the condition of the rental unit

do not agree that this report fairly represents the condition of the rental unit for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

### END OF TENANCY

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

\_\_\_\_\_

\_\_\_\_\_

**1. I,** (Tenant's name) \_\_\_\_\_

agree that this report fairly represents the condition of the rental unit

do not agree that this report fairly represents the condition of the rental unit for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

**2. I** \_\_\_\_\_ **agree to the following deductions from my security and/or pet damage deposit:**

Security Deposit: \_\_\_\_\_ Pet Damage Deposit: \_\_\_\_\_

Date (dd/mm/yy): \_\_\_\_\_ Signature of Tenant: \_\_\_\_\_

**3. Landlord's Signature:** (on Move-In) \_\_\_\_\_ (on Move-Out) \_\_\_\_\_

**4. Tenant's Signature:** (on Move-In) \_\_\_\_\_ (on Move-Out) \_\_\_\_\_

**5. Tenant's Forwarding Address:**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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.

This form is provided as a sample only. If this form is not used, landlords and tenants must ensure that their form complies with the Residential Tenancy Regulation (Part 3, sections 19 & 20).

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.
14. 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.

### 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.
21. Box 1: 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 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.

**FOR MORE INFORMATION . . . visit our Web site: [www.rto.gov.bc.ca](http://www.rto.gov.bc.ca)**

**OR call the Residential Tenancy Branch at:**

**• In the Lower Mainland 604 660-1020 • Victoria 387-1602 • elsewhere in B.C. call toll free: 1 800 665-8779**