

CONDITION INSPECTION REPORT

Template for landlords and tenants

The Yukon Residential Tenancies Office provides this Condition Inspection Report template as a service to Yukoners. The Yukon Residential Tenancies Office makes no warranties or representations regarding this template, but is of the opinion that it is compliant with the Yukon *Residential Landlord and Tenant Act*.

Possession date
YYYY/MM/DD
Move-in inspection
YYYY/MM/DD
Move-out date
YYYY/MM/DD
Move-out inspection
YYYY/MM/DD

Legal name of LANDLORD (if entry is a business name, enter the full legal business name)			
LANDLORD'S address for service	City	Terr.	Postal code
Legal name of TENANT			
Address of rental unit	City	Terr.	Postal code
Legal name of TENANT'S AGENT on move-in (if applicable)			

CODES: **D** = Damaged **G** = Good **F** = Fair **DT/ST** = Dirty/stained
 P = Poor **W** = Working properly **M** = Missing

	Condition at BEGINNING of tenancy		Condition at END of tenancy	
	COMMENT	CODE	COMMENT	CODE
ENTRY				
Walls and trim				
Ceilings				
Closets				
Lighting fixtures/ceiling fan/bulbs				
Windows/coverings/screens				
Windows/coverings/screens				
Floor carpet				
KITCHEN				
Ceiling				
Walls and trim				
Floor/carpet				
Countertop				
Cabinets and doors				
Stove/stove top				
Oven				
Exhaust hood and fan				
Taps, sink and stoppers				

	Condition at BEGINNING of tenancy		Condition at END of tenancy	
	COMMENT	CODE	COMMENT	CODE
KITCHEN (CONTINUED)				
Refrigerator				
Crisper/shelves				
Freezer				
Door/exterior				
Closet(s)				
Dishwasher				
Lighting fixtures/bulbs				
Windows/coverings/screens				
Electrical outlets				
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				
DINING ROOM				
Ceiling				
Walls and trim				
Floor/carpet				
Lighting fixtures/ceiling fan/bulbs				
Window/coverings/screens				
Electrical outlets				
DINING ROOM				
Ceiling				
Walls and trim				
Floor/carpet				
Lighting fixtures/ceiling fan/bulbs				
Window/coverings/screens				
Electrical outlets				
STAIRWELL AND HALL				
Treads and landings				
Railing/bannister				
Walls and trim				

	Condition at BEGINNING of tenancy		Condition at END of tenancy	
	COMMENT	CODE	COMMENT	CODE
STAIRWELL AND HALL (CONTINUED)				
Ceilings				
Closets				
Lighting fixtures/ceiling fan/bulbs				
Windows/coverings/screens				
Electrical outlets				
BATHROOMS				
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				
MASTER BEDROOM (1)				
Ceiling				
Walls and trim				
Floor/carpet				
Closet(s)				
Doors				
Lighting fixtures/ceiling fan/bulbs				
Windows/coverings/screens				
Electrical outlets				
OTHER BEDROOMS – # ADDITIONAL BEDROOMS _____				
Ceiling				
Walls and trim				
Floor/carpet				
Closet(s)				
Doors				
Lighting fixtures/ceiling fan/bulbs				
Windows/coverings/screens				
Electrical outlets				
EXTERIOR				
Front and rear entrances				
Patio/balcony doors				

	Condition at BEGINNING of tenancy		Condition at END of tenancy	
	COMMENT	CODE	COMMENT	CODE
EXTERIOR (CONTINUED)				
Garbage containers				
Glass and frames				
Stucco and/or siding				
Lighting fixtures/bulbs				
Grounds and walks				
Electrical outlets				
Fuel tank (empty/full/%)				
UTILITY				
Washer/dryer				
Electrical outlets				
GARAGE/PARKING				
Electrical outlets				
Condition of surface				
BASEMENT				
Stair and stairwell				
Walls and floor/carpet				
Furnace, water heater, plumbing				
Windows/coverings/screens				
Lighting fixtures/bulbs				
Electrical outlets				
STORAGE				
OTHER				
Wood stove/fireplace				
Smoke alarm(s) (mandatory and must be in working order)				
Carbon monoxide detector (mandatory and must be in working order)				
KEYS AND CONTROLS	# issued at START of tenancy	CODE	# returned at END of tenancy	CODE
Building entrance keys				
Rental unit entrance main locks				
Rental unit deadbolt				
Garage door openers				
Mail box keys				

START OF TENANCY

Repairs to be completed by the LANDLORD at start of tenancy (list repairs along with completion date):

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:

LANDLORD'S signature on move-in_____
TENANT'S signature on move-in**END OF TENANCY**

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

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:

LANDLORD'S signature on move-out_____
TENANT'S signature on move-out

TENANT'S forwarding address	City	Terr.	Postal code
LANDLORD'S name at end of tenancy			
LANDLORD'S address at end of tenancy	City	Terr.	Postal code

- TENANT acknowledges receipt of this agreement

Initial_____
TENANT'S signature_____
Date received YYYY/MM/DD**FOR INSTRUCTIONS, PLEASE SEE THE NEXT PAGE.**

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 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.

Parties are allowed to customize this agreement to suit their needs so long as the changes (additions or deletions) are not contrary to the *Residential Landlord and Tenant Act* and the related regulations. If you wish to prepare your own documents they must include the following:

Numbers correspond to sequential sections of the condition inspection report.

At the start of the tenancy

1. Insert the legal name of the landlord.
2. Insert the landlord's address for service at the start of the tenancy.
3. Insert the legal name of the tenant.
4. Insert the address of the rental unit, including suite or apartment number and street address as set out in the tenancy agreement.
5. Insert the date the tenant is entitled to possession of the rental unit.
6. Insert the date the move-in inspection is conducted.
7. Insert the names of the person who carries out the inspection on behalf of the tenant, if not the tenant.
8. 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. 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. 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. Use this box to list repairs that need to be done at the start of the tenancy.
11. 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. The landlord is to sign in this box on move-in, indicating that the report has been completed.
13. 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 14 days of the inspection.

At the end of the tenancy:

15. Insert the date the tenant moves out of the rental unit.
16. Insert the date the move-out inspection is carried out.
17. Insert the names of the person who carries out the inspection on behalf of the tenant, if not the tenant.
18. Following the procedure set out in (8), using the column for "condition at end of tenancy".
19. Record the number of keys or controls returned by the tenants at the end of the tenancy.
20. Use this box to list all damage to the rental unit or residential property for which the tenant is responsible.
21. 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. If, at the end of the tenancy, the tenant agrees that the landlord may retain all or a part of the security 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.
23. The landlord is to sign in this box on move-out, indicating that the report has been completed.
24. The tenant, or the tenant's agent, is to sign in this box on move-out, indicating that the report has been completed.
25. 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. 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 upon completion. However, if this is not possible, the landlord must provide the tenant with a signed copy within 7 days of the later of the date the inspection is completed and the date the landlord receives the tenant's forwarding address in writing.**
28. The landlord must give the tenant two good faith opportunities to complete this report. If the tenant does not participate, the landlord must complete this report on their own.

More information is available online at yukon.ca.