

## Inspecting the Rental Unit

This information sheet provides an overview of information about inspecting rental units and includes references to other information available on the residential tenancies website. Please see [www.gov.bc.ca/landlordtenant](http://www.gov.bc.ca/landlordtenant) for more information.

### Moving In

At the beginning of a tenancy, a landlord and tenant must inspect the rental unit together – this is sometimes called a “walk-through.” This should be done:

- When the unit is empty
- After the previous tenant has moved out and before the new tenant moves in

### Moving Out

At the end of a tenancy, a landlord and tenant must inspect the rental unit together – this is sometimes called a “walk-through.” This should be done:

- When the unit is empty
- Once the tenant moves out and before the new tenant moves in

Comparing the move-in and move-out Condition Inspection Reports allows the landlord and tenant to see if the rental unit was damaged and who is responsible for paying for repairs. The tenant isn't responsible for reasonable wear and tear of the rental unit.

### Before the Move-Out Inspection

Tenants should make sure the unit is prepared for the final condition inspection – that means they must remove all belongings, clean the unit and fix any damage. Otherwise, the landlord may ask to keep some or all of a deposit to cover cleaning or repair costs.

- [Policy Guideline - Landlord & Tenant Responsibility for Residential Premises](#) (PDF)

### A Note for Landlords

Landlords must give tenants the required opportunities to inspect the rental unit and provide a copy of the completed Condition Inspection Report within 7 days of the move-in

inspection and within 15 days of the move-out inspection (or the date the landlord receives the tenant's address in writing). Completing these steps is important in order to claim any of the deposits for damage to the rental unit.

Even if a landlord cannot claim against a deposit, they may still file a claim for rent owing, damage to the unit or loss of rental income. An arbitrator may decide to apply a security deposit to rent that is owed or issue a Monetary Order.

### Inspecting the Rental Unit

#### STEP1: Schedule the Inspection

It's the landlord's responsibility to schedule the initial condition inspection (“walk-through”). Both landlords and tenants should be flexible and reasonable when arranging a suitable time for the inspection together. It's acceptable for a tenant to authorize another person to attend the inspection on their behalf – as long as they notify the landlord before the inspection.

If the first attempt to schedule an inspection isn't successful, the landlord must make an offer to schedule the inspection in writing:

- [Notice of Final Opportunity to Schedule a Condition Inspection](#) (PDF)

If there's no response to the final written notice, the landlord completes the inspection alone and gives the tenant a copy of the final inspection report. This means that the tenant may lose their right to the security deposit because later on they won't be able to dispute damage claims or disagree with the landlord's inspection report.

Landlords must follow the inspection procedure closely in order to claim any deposit money for damage done to the rental unit.

## STEP 2: Get the Form

For the move-in inspection, the landlord should bring along a printed copy of the [Condition Inspection Report](#) (PDF) to the inspection. The completed report will serve as an official record of the rental unit's condition at the start of the tenancy.

For the move-out inspection, the landlord should bring along a printed copy of the Condition Inspection Report (PDF) that was completed at the start of the tenancy.

## STEP 3: Conduct the Inspection

Walk through the rental unit and write down any damages on the inspection report – this includes things like scratches and carpet stains.

Be sure that all damages and concerns are noted in the report – it's a good idea to take photos, if possible. These items can be submitted as evidence if there's a dispute about the rental unit's condition.

## STEP 4: Sign the Condition Inspection Report

The landlord and tenant must sign and date the inspection report. If a tenant disagrees with the landlord's assessment, they should note any concerns or comments on the report before signing it.

## STEP 5: Distribute Copies

Within seven days of a move-in inspection and within 15 days of a move-out inspection (or the date the landlord receives the tenant's address in writing), the landlord must provide a copy of the completed [Condition Inspection Report](#) (PDF) to the tenant(s). If there are more than two landlords or two tenants, the landlord should include the additional names on a separate form called the [Schedule of Parties](#) (PDF).

## Manufactured Home Parks

In a mobile home park, tenants usually own their manufactured home and rent the site that it sits on. In these cases, a landlord and tenant don't have to do a condition inspection, unless the tenant is renting both the manufactured home and the manufactured home site under a residential tenancy agreement.

## More Information

Get more information on the rental housing website at [www.gov.bc.ca/landlordtenant](http://www.gov.bc.ca/landlordtenant) or contact us by email at [HSRTO@gov.bc.ca](mailto:HSRTO@gov.bc.ca) or by phone:

- Greater Vancouver: 604-660-1020
- Victoria: 250-387-1602
- Elsewhere in BC: 1-800-665-8779