

FORM DIRECTIONS: If you are accessing this agreement from the B.C. Government Web site, it can be filled out at the computer workstation. It can also be printed and completed by hand. If completing sections by hand, please *print clearly, using dark ink*. If you are completing this form at a computer, simply type in your response in the boxes. If you cannot complete all the sections at the computer right away, you can print off what you have completed, and fill in the remaining fields by hand. It's important to note that you **cannot save** the completed form to your computer, therefore, after you complete the form, make sure you review the form for accuracy and print the number of copies you require **before** you leave the document or shut down the program/computer.

A condition inspection must be conducted at the beginning and at the end of a tenancy when the residential property is empty of the tenant's possessions, unless the parties agree otherwise; or if the landlord permits the tenant to keep a pet on the residential property after the start of a tenancy and a previous inspection was not completed. This form is to be used by the landlord where the tenant was not available at the date(s) and time(s) first offered by the landlord for a condition inspection, and where the landlord was not available at an alternate time proposed by the tenant. This is the second, and final opportunity as required under the Residential Tenancy Act and regulations. When providing an opportunity to schedule a condition inspection, the landlord and tenant must consider any reasonable time limitations of the other party that are known and that affect that party's availability to attend the inspection.

Under the Residential Tenancy Act:

- **The right of the tenant to the return of the security deposit or pet damage deposit, or both, no longer exists if the landlord provided two opportunities for inspection and the tenant did not participate on either occasion. If the tenant is unable to attend the inspection, the tenant may ask another person to attend on their behalf; however, the tenant must provide the name of the individual to the landlord.**
- **The right of a landlord to claim against a security deposit or pet damage deposit, or both, for damage to residential property no longer exists if the landlord does not provide two opportunities for inspection; or does not participate on either occasion; or does not complete the condition inspection report and give the tenant a copy of it in accordance with the regulations.**

TO THE TENANT(S):

Full Name(s):

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| last name | first name | middle name(s) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| last name | first name | middle name(s) |

Rental Unit Address:

| | | | |
|----------------------|----------------------|----------------------|---|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| site number | box number | street number | street name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | (<input type="text"/>) <input type="text"/> |
| city | province | postal code | (<input type="text"/>) <input type="text"/> |
| | | | home phone |
| | | | business phone |

FROM THE LANDLORD: (if entry for landlord is a business name, use the 'last name' field box to enter the full legal business name)

I,

last name first name middle name(s)

hereby propose that the condition inspection be conducted on the following date:

| | | | | | | |
|----------------------|----------------------|----------------------|----|--|-------------------------------|-------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | at | <input type="text"/> | <input type="checkbox"/> a.m. | <input type="checkbox"/> p.m. |
| day | month | year | | (enter a time between 8:00 a.m. and 9:00 p.m.) | | |

Signature of Landlord: _____

FOR MORE INFORMATION . . . visit our Web site: www.rto.gov.bc.ca

OR call the Residential Tenancy Office at:

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