

PATHWAYS ABILITIES SOCIETY

PROCEDURE: UNIT INSPECTIONS

Applies to: Management and Tenants

Original Effective Date: January 16, 2023

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Replaces Procedure Dated: Not Applicable

1. The Building Manager or designate and tenant:

- Inspect the rental unit at the beginning and the ending of tenancy and fill out condition reports for each inspection.
- Sign the report.

2. The Building Manager or designate:

- Provides a copy of the move in condition report to tenant within 7 days of the inspections.
- Uses the move-in condition report as a guideline for completing the move-out condition report which is signed by both parties upon completion.
- Inspects the unit two week prior to move out and assesses any damages beyond reasonable wear and tear for which the tenant is responsible.
- Provides the tenant with a copy of the move-out condition report within 15 days of the inspection providing the tenant provides forwarding contact information.
- Issues notices to tenants requesting consent to enter their units for scheduled preventative maintenance with dates and times of entry within the month of planned inspection.
- Gives notice to those who have not returned consent forms and enters the unit following 72 hours to conduct inspections as per the Residential Tenancy Act section 29.
- Conducts inspections periodically and after giving notice to assess replacement of capital items, the need for repairs or for any other reasonable purpose.

3. Tenants who have signed the move-out inspection report agree that any unrepaired damages and cleaning outside of normal wear and tear are to come out of their paid security deposit. If disputed, tenants are required to indicate their intention to dispute via an arbitrator for the Residential Tenancy Branch.