

<b>Annual Unit Inspection Policy</b>	
VICTORIA PARK COMMUNITY HOMES - CORPORATE POLICIES	
Policy Number: <b>C1.5</b>	Sub-section: <b>Resident &amp; Property Services</b>
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Approved by: <b>EMT</b>	Approval Date: <b>2022_07_11</b>

## **1. Policy Statement**

- 1.1 Victoria Park Community Homes (VPCH) is responsible for maintaining all building assets, rental units, and public areas to ensure they are in a good state of repair. VPCH must obey all legislation related to health and safety standards, maintenance standards, and Provincial laws or Municipal By-laws. All annual unit inspections will be completed by June 30<sup>th</sup> of each year.

The *Residential Tenancies Act*, Part III describes the responsibilities of VPCH related to building and unit maintenance, repair, and the provision of services. Conducting unit inspections at various intervals is one method of ensuring compliance with regulatory requirements, documenting normal wear and tear, identifying general and preventative maintenance repairs, and documenting the condition of building components related to capital planning.

## **2. Purpose**

- 2.1 The purpose of this policy is to ensure compliance with the *Residential Tenancies Act*, Part III, s. 27 (1) 4 related to VPCH conducting an inspection of all rental units to determine whether or not the rental unit is in a good state of repair and fit for habitation. VPCH must also be compliant with various legislations regulating health, safety, housing, and maintenance standards.
- 2.2 During the annual unit inspection, staff will confirm the following, including but not limited to:
- The general condition of the unit related to urgent/major maintenance repairs
  - There is no excessive clutter, damage, fire hazard or health and safety issues present
  - There is no evidence of housekeeping issues that may lead to other issues, such as, but not limited to, pest control or mould

- The appliances (where applicable) are clean and functional
- The window screens are undamaged and window locks are in place and working
- The smoke alarm and carbon monoxide alarm (where applicable) are working
- Plumbing alterations, e.g. water filtration systems, bidets
- The unit is being used for the purpose intended and the tenant has not made any modifications to the unit from its original condition without first obtaining permission from VPCH

Example: -

- modifications in the basement area
- electrical installations or lighting changes
- changes to the floor covering

### **3. Definitions**

N/A

### **4. Scope**

- 3.1 This policy applies to all VPCH residential rental units.
- 3.2 This policy provides instruction to the VPCH staff responsible for conducting annual unit inspections, and those staff who use the data collected for planning purposes.
- 3.3 VPCH staff will adhere to the *Unit Entry Policy* before entering any unit and performing annual unit inspections.

#### 4. Annual Unit Inspection Guidelines

- 4.1 All residents will be given a 24-hour notice of entry into the unit as per the *Residential Tenancies Act, 2006*, s. (27). The notice will describe the date of entry, the time of entry between 8:00 a.m. and 8:00 p.m. stating where possible a 4-hour window of entry. The notice will include the purpose of entry and notify the tenant that photographs or video may be taken for proof of any damages caused by the tenant and/or to document the condition of a unit fixture for additional maintenance or capital planning.
- 4.2 Tenants are not required to be home during the inspection as the 24-hour notice will permit entry by staff to conduct the inspection. Tenants are encouraged to leave a list on the kitchen counter of any concerns they might have that have not been communicated before the inspection.
- 4.3 Staff will be completing a written or electronic inspection report while conducting the inspection. This report is used by staff for maintenance, financial, and capital planning. The report is also intended to document the unit condition at the time of the inspection. In some instances, this report is then used as evidence related to Landlord and Tenant Board applications. Time permitting, tenants may be asked to review the inspection report and affix their signature in agreement with its contents.
- 4.4 Throughout a tenancy, there may be times when other individuals may accompany staff and are authorized to do so by VPCH. These professionals might include government officials, consultants, housing sector professionals, and contractors requested to provide a maintenance recommendation, quote, or specifications related to repair or replacement work, specifications or maintenance recommendations.
- 4.5 There may be times when a unit assessment is required to determine the feasibility of making changes to a unit related to accommodation issues and compliance with the *Accessibility for Ontarians with Disabilities Act*.

**5. Reference Materials** (Resources used in the development of this Policy)

- *Residential Tenancies Act, 2006*
- *Accessibility for Ontarians with Disabilities Act*
- *Canadian Standards Association (CSA)*