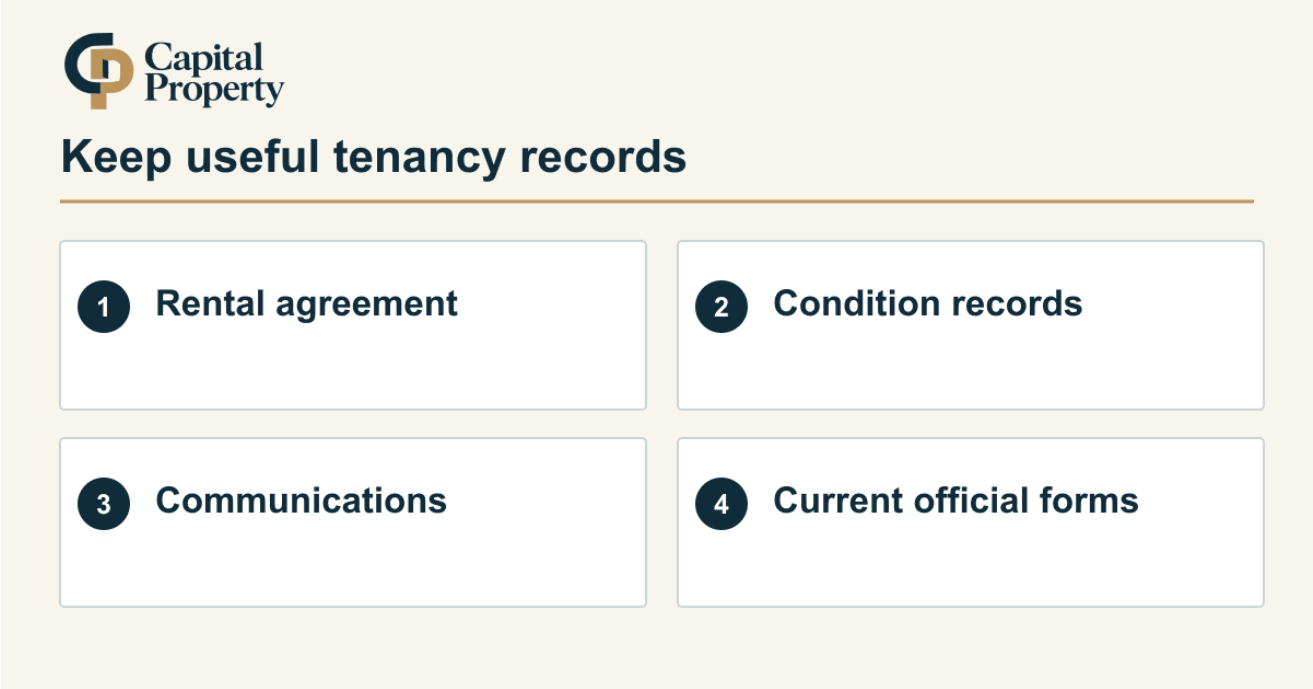
Move-In and Move-Out Condition Records for Newfoundland Rentals

A companion to Preparing a Property for New Tenants. Sources checked October 29, 2026. General information, not legal or technical advice.



Make the starting point clear

A room can look fine in a wide photograph while a chipped tile, damaged drawer or marked wall goes unnoticed. Months later, neither party should have to reconstruct that starting point from memory.

For a rental in St. John's or elsewhere on the Avalon, a useful condition record combines three things: a written description, a photograph reference and a date. It should help a tenant point out an existing concern and help an owner understand what needs attention. It is not a promise that a deposit dispute will disappear or that every future change has one obvious cause.

This guide focuses on recording condition. For cleaning, repairs, equipment checks and preparing the wider handover, use Capital Property's existing Newfoundland rental preparation checklist.

Use Newfoundland and Labrador’s Rental Premises Condition Report

The province publishes a Rental Premises Condition Report. It provides incoming and outgoing observations, condition codes and signature spaces. Use the official document as the base, with additional pages where the property needs more detail.

Provincial guidance recommends inspecting together, preferably while the premises are vacant, recording defects and keeping signed copies. If someone declines to participate, it recommends completing a report, preferably with a witness, and providing the other party a copy. Residential Tenancies FAQ: Damage.

The checklist below is an original organizational aid, not a replacement government form or a requirement imposed by Capital Property. A report documents observations; it does not certify building, fire, electrical or health compliance.

Before the walkthrough

Arrange a suitable time and decide who will attend. Where the rental remains occupied, use lawful access arrangements. An inspection plan is not permission to enter whenever convenient; the province's statutory conditions guide explains entry and privacy requirements.

Bring the agreement, official condition form, a camera or phone, and the existing record if this is a move-out inspection. For furnished accommodation, bring the supplied-item inventory too.

Create a simple header:

- Rental address and unit identifier.
- Incoming or outgoing inspection.
- Date, approximate time and people present.
- Rooms or areas included.
- Areas not inspected and why.
- Whether the premises are vacant or still contain belongings.

Do not mark an inaccessible area “good” because nobody could see it. Record the limitation instead. If snow covers an exterior surface, note that rather than guessing at its condition.

A reusable room-by-room record

Use one row for each observation that needs explanation. Repeat the room label consistently between incoming and outgoing inspections.

Field	Entry prompt
Record number	A short identifier, such as K-03
Location	Room, surface or supplied item
Observation	What is visible, without assuming a cause
Photo reference	File name or image number
Test or limitation	What was checked, or could not be checked
Follow-up	Question or action requiring attention
Response	Later update, date and supporting record

Fictional example: “K-03: lower cupboard beside sink; small chip on front left corner; photos K03-wide and K03-close; drawer opens; no repair decision recorded.” That entry is more useful than “kitchen worn.” It does not assign responsibility or decide compensation.

Walk in a consistent order. For each room, note surfaces and fixtures relevant to its condition. Where appliances or furnishings are supplied, identify the item precisely enough to avoid confusion later. Record whether equipment was actually operated; a photograph of a washing machine does not establish how it performs through a cycle.

Use safe observation only. Do not open electrical equipment, move heavy appliances alone, climb onto roofs or enter hazardous spaces to complete a form. Refer technical concerns to an appropriately qualified person.

Photo checklist: show the location and the detail

A practical sequence is:

1. Take an overview so someone can recognize the room.
2. Take a closer image of the relevant feature.
3. Reference both images beside the written observation.
4. Check that the images are clear before leaving.
5. Keep the original files together with the completed report.

Avoid extreme close-ups with no location context. A scratch photographed against an anonymous white surface is difficult to match to a particular room later.

For a St. John's rental with a shared entrance, identify which unit and access route the image concerns. For an upstairs/downstairs property, do not mix two units' photographs in one unlabeled folder. Record only the areas properly included in the inspection.

Copyable photo index

Image ID	Date	Room/item	What it shows	Related report entry
IN-K03-wide	_____	_____	_____	_____
IN-K03-close	_____	_____	_____	_____
OUT-K03-wide	_____	_____	_____	_____

These labels are examples, not a required naming system. The important feature is that another person can connect the image to the observation without an explanation from memory.

Keep personal information out of the record

Before photographing an occupied rental, explain the purpose and intended use of the images and obtain the tenant’s consent. Office of the Privacy Commissioner of Canada: privacy in the landlord and tenant relationship.

Aim the camera at property condition, not people or their private lives. Avoid capturing identity documents, medical information, family photographs, computer screens, children's belongings with names or access codes. If belongings obscure a relevant area, discuss a suitable way to inspect it rather than photographing everything around it.

Keep records in a restricted property file. Do not reuse inspection photographs in advertisements or social posts. Sharing a repair image with a contractor should be limited to what is needed to understand the work, rather than handing over the full tenant file. These are practical privacy safeguards, not a complete privacy-law compliance program.

At move-out, compare before drawing conclusions

Use the original incoming record, then work through the same locations. Keep the originals intact; add outgoing observations rather than overwriting old entries.

Separate three questions:

- What was recorded at the beginning?
- What is observable now?
- What further information is needed before deciding responsibility?

A condition change does not answer every legal or financial question. Repair history, correspondence and the circumstances may matter. A signed report does not waive repair obligations or authorize automatic deposit deductions. The provincial statutory conditions explain the respective repair responsibilities.

Close the loop after the inspection

What if we disagree with the inspection record?

Give both parties the completed record and the agreed photo references. Note any disagreement clearly. Do not imply that someone agreed with a conclusion merely because they attended.

Move unresolved work onto a separate action list with an owner, next step and update date. Keep the condition report as the historical observation, not a document continually rewritten to make unfinished work look complete.

If records become part of a dispute, follow the actual evidence instructions. The province explains that the parties must properly share evidence and that admissibility and weight are separate matters. An organized folder helps review; it does not guarantee acceptance or an outcome. Official evidence guide.

Common questions

Is video enough?

Video can supplement the record, but a long walkthrough can be hard to navigate. Add a written index with locations and timestamps, and keep the original recording.

What if something is discovered after move-in?

Report it promptly through the agreed contact route. State when it was noticed and attach a relevant image if appropriate. Preserve the original inspection and add a dated follow-up rather than backdating an observation.

Does signing prove who caused damage?

Do not treat a signature as answering every later question. Record observations and any disagreement accurately, then use the appropriate process if responsibility remains disputed.

For wider guidance, see Capital Property's residential-tenancies overview.

General information and a practical recordkeeping aid, not legal or technical advice.