

# PRE-ACCEPTANCE INSPECTION FORM

## BUILDING HELD IN UNDIVIDED CO-OWNERSHIP OR BUILDING HELD IN DIVIDED CO-OWNERSHIP • PRIVATE PORTION

### IMPORTANT

**UNDER THE REGULATION, IT IS MANDATORY TO COMPLETE THIS FORM, EVEN IF A BUILDING PROFESSIONAL ACCOMPANIES THE BENEFICIARY OR BENEFICIARIES.**

For all types of buildings covered by the guarantee, a pre-acceptance inspection is required by the Regulation respecting the guarantee plan for new residential buildings.

The pre-acceptance inspection must be conducted jointly by the beneficiary or beneficiaries of the guarantee and the contractor. If the beneficiary or beneficiaries do not have a good knowledge of construction, they may be accompanied by a person of their choice during the pre-acceptance inspection.

The pre-acceptance inspection is performed using this checklist, supplied by the manager, the content of which has been approved by the Régie du bâtiment du Québec.

Using this checklist, the beneficiary or beneficiaries and the contractor must conduct a complete inspection of the building or the private portion of a co-ownership unit, in order to recognize the condition of the work. Particular attention must be paid to extra work that has been requested. All elements to be completed or corrected must be noted – for example, a door that has not been properly adjusted, a scratch in the bathtub or shower, a missing light fixture, etc.

If the beneficiary or beneficiaries and the contractor disagree on the list of work to be completed or corrected, they must state this directly on the inspection checklist.

In addition, the beneficiary or beneficiaries may add items to the list of work to be completed or corrected during the three (3) day period following acceptance, on condition they have not moved into the building or into their private portion of the co-ownership unit.

Finally, during this inspection, the beneficiary or beneficiaries and the contractor shall agree on a deadline of no more than six (6) months from the date of the pre-acceptance inspection to perform this completion and corrective work.

## IDENTIFICATION

### CONTRACTOR

Legal name : \_\_\_\_\_

Régie du bâtiment du Québec licence holder: # \_\_\_\_\_ GCR accreditation : # \_\_\_\_\_

### BENEFICIARY (BENEFICIARIES)

1 Name : \_\_\_\_\_

2 Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email\*: \_\_\_\_\_

Email\*: \_\_\_\_\_

\* By entering your email address above, you agree to receive useful communications regarding your coverage from Garantie de construction résidentielle (GCR); no promotional email will be sent to you.

## BUILDING IDENTIFICATION

### BUILDING TYPE

Residential – Held in undivided co-ownership

Condo – Private portion

Address: \_\_\_\_\_

Postal code: \_\_\_\_\_ Registration: # \_\_\_\_\_

## INSPECTION CHECKLIST – APPROVED BY THE RÉGIE DU BÂTIMENT DU QUÉBEC

### OUTDOOR

NUMBER	ITEM	VERIFIED	N/A	NOTES
1. Land	1.1 Level of the ground surrounding the building (space between facing and ground), descending slopes carrying water away from the building <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Foundations	2.1 Foundation walls: insulation, waterproofing, cracks	<input type="checkbox"/>	<input type="checkbox"/>	
	2.2 Concrete roughcast	<input type="checkbox"/>	<input type="checkbox"/>	
	2.3 Exterior water valve	<input type="checkbox"/>	<input type="checkbox"/>	
	2.4 Exterior electrical outlets	<input type="checkbox"/>	<input type="checkbox"/>	
3. Roofing	3.1 Membrane or shingles	<input type="checkbox"/>	<input type="checkbox"/>	
	3.2 Vent outlets and screens	<input type="checkbox"/>	<input type="checkbox"/>	
	3.3 Attic hatch or access door	<input type="checkbox"/>	<input type="checkbox"/>	
	3.4 Gutters (if applicable) or parapets	<input type="checkbox"/>	<input type="checkbox"/>	
4. Exterior facing	4.1 Masonry: joints, weep holes	<input type="checkbox"/>	<input type="checkbox"/>	
	4.2 Vinyl, aluminum or wooden siding: alignment of materials and joints	<input type="checkbox"/>	<input type="checkbox"/>	
	4.3 Siding, acrylic overlay or stucco	<input type="checkbox"/>	<input type="checkbox"/>	
5. Doors, windows, skylights, garage doors and other openings	5.1 Installation, operation, hardware and finish	<input type="checkbox"/>	<input type="checkbox"/>	
	5.2 Perimeter weatherstripping	<input type="checkbox"/>	<input type="checkbox"/>	
	5.3 Door closer on front doors as well as exit doors or doors to garage	<input type="checkbox"/>	<input type="checkbox"/>	
	5.4 Garage door opening mechanism or invert mechanism (security)	<input type="checkbox"/>	<input type="checkbox"/>	
6. Access to building and stairways, terraces, or balconies	6.1 Railings	<input type="checkbox"/>	<input type="checkbox"/>	
	6.2 Decking, concrete slab, or other	<input type="checkbox"/>	<input type="checkbox"/>	
	6.3 Electrical system: lighting and electrical outlets	<input type="checkbox"/>	<input type="checkbox"/>	
	6.4 Plumbing system: water valves	<input type="checkbox"/>	<input type="checkbox"/>	
7. Chimney and exhaust ducts	7.1 Masonry	<input type="checkbox"/>	<input type="checkbox"/>	
	7.2 Exhaust trap operation	<input type="checkbox"/>	<input type="checkbox"/>	

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**INTERIOR**

NUMBER	ITEM	VERIFIED	N/A	NOTES
<b>1. Foyer</b>	1.1 Floor covering: tiles (mortar joints), flexible flooring (joints), wood flooring or carpeting with baseboards	<input type="checkbox"/>	<input type="checkbox"/>	
	1.2 Wall covering and ceilings: painted drywall, tiles, wood or wallpaper, suspended ceilings, moulding and woodwork	<input type="checkbox"/>	<input type="checkbox"/>	
	1.3 Access doors and exit doors: Door closer, caulking, hardware, finish	<input type="checkbox"/>	<input type="checkbox"/>	
	1.4 Electrical systems: lighting and alarm system	<input type="checkbox"/>	<input type="checkbox"/>	
	1.5 Heating and ventilation system	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. Hallways</b>	2.1 Flooring: tiles (mortar joints), flexible flooring (joints), wood flooring or carpeting with baseboards	<input type="checkbox"/>	<input type="checkbox"/>	
	2.2 Wall covering and ceilings: painted drywall, tiles, wood or wallpaper, suspended ceilings, moulding and woodwork	<input type="checkbox"/>	<input type="checkbox"/>	
	2.3 Electrical systems: lighting	<input type="checkbox"/>	<input type="checkbox"/>	
	2.4 Heating and ventilation system	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. Living room, dining room, and bedrooms</b>	3.1 Floor covering: tiles (mortar joints), flexible flooring (joints), wood flooring or carpeting with baseboards	<input type="checkbox"/>	<input type="checkbox"/>	
	3.2 Wall covering and ceilings: painted drywall, tiles, wood or wallpaper, suspended ceilings, moulding and woodwork	<input type="checkbox"/>	<input type="checkbox"/>	
	3.3 Doors: hardware, finish	<input type="checkbox"/>	<input type="checkbox"/>	
	3.4 Electrical systems: lighting and electrical outlets	<input type="checkbox"/>	<input type="checkbox"/>	
	3.5 Heating and ventilation system	<input type="checkbox"/>	<input type="checkbox"/>	
	3.6 Fireplace: non-combustible fire-edge covering (walls, floor, and mantel), chimney opening and closing mechanism (damper)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. Kitchen and bathrooms</b>	4.1 Floor covering: tiles (mortar joints), flexible flooring (joints), wood flooring or carpeting with baseboards	<input type="checkbox"/>	<input type="checkbox"/>	
	4.2 Wall covering and ceilings: painted drywall, tiles, wood or wallpaper, suspended ceilings, moulding and woodwork	<input type="checkbox"/>	<input type="checkbox"/>	
	4.3 Doors: hardware, finish	<input type="checkbox"/>	<input type="checkbox"/>	
	4.4 Electrical systems: lighting and electrical outlets	<input type="checkbox"/>	<input type="checkbox"/>	
	4.5 Plumbing system: plumbing fixtures (sink, bathtub, shower with watertight joints) and faucets, valves, and pipes in good working condition	<input type="checkbox"/>	<input type="checkbox"/>	
	4.6 Heating and ventilation system: kitchen hood and bathroom fans	<input type="checkbox"/>	<input type="checkbox"/>	
	4.7 Cabinetry (cabinets, built-in furniture, and counters): finishing hardware (joints) and watertightness	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5. Basement and other spaces</b>	5.1 Flooring: concrete and drainage	<input type="checkbox"/>	<input type="checkbox"/>	
	5.2 Floor covering: tiles (mortar joints), flexible flooring (joints), wood flooring or carpeting with baseboards	<input type="checkbox"/>	<input type="checkbox"/>	
	5.3 Wall covering and ceilings: painted drywall, tiles, wood or wallpaper, suspended ceilings, moulding and woodwork	<input type="checkbox"/>	<input type="checkbox"/>	
	5.4 Doors: hardware, finish	<input type="checkbox"/>	<input type="checkbox"/>	
	5.5 Electrical systems: lighting, electrical outlets and electrical panel	<input type="checkbox"/>	<input type="checkbox"/>	
	5.6 Plumbing system: shutoff valve to the dwelling unit, water heater and its drain	<input type="checkbox"/>	<input type="checkbox"/>	
	5.7 Heating and ventilation system: air exchanger	<input type="checkbox"/>	<input type="checkbox"/>	

NUMBER	ITEM	VERIFIED	N/A	NOTES
6. Garage	6.1 Flooring: concrete and drainage	<input type="checkbox"/>	<input type="checkbox"/>	
	6.2 Wall covering and ceilings: painted drywall, concrete, mouldings and woodwork	<input type="checkbox"/>	<input type="checkbox"/>	
	6.3 Access doors: door closer, airtightness, hardware, finish, and invert mechanism	<input type="checkbox"/>	<input type="checkbox"/>	
	6.4 Electrical systems: lighting, electrical outlets, smoke detector, and alarm system	<input type="checkbox"/>	<input type="checkbox"/>	
	6.5 Plumbing system: water valve	<input type="checkbox"/>	<input type="checkbox"/>	
	6.6 Heating and ventilation system	<input type="checkbox"/>	<input type="checkbox"/>	

Notes:

### DECLARATION OF ACCEPTANCE

In this \_\_\_\_\_ DATE \_\_\_\_\_, the beneficiary or beneficiaries declare(s) that the work related to the building held in undivided co-ownership or the private portion of a building held in divided co-ownership is complete, subject to work to be corrected or minor work to be completed that is identified on this list, and that the building is ready to be used for its intended purpose.

ACCEPTANCE – WITHOUT RESERVATION<sup>2</sup>

ACCEPTANCE – WITH RESERVATIONS  
(see agreed date of the end of work below)

**Date of the end of work:**  
(applicable only if there is no work to be completed)

_____/_____/_____ DAY MONTH YEARS
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**1** X \_\_\_\_\_ **2** X \_\_\_\_\_  
SIGNATURE OF BENEFICIARY SIGNATURE OF BENEFICIARY

### DECLARATION OF CONTRACTOR

In this \_\_\_\_\_ DATE \_\_\_\_\_, the contractor declares they were present during the pre-acceptance inspection and received a copy of the list of items to be checked or completed contained in this document, as the case may be.

Name of duly authorized representative: \_\_\_\_\_

SIGNATURE OF THE CONTRACTOR: X \_\_\_\_\_

### AGREED DATE OF THE END OF WORK<sup>3</sup>

**Agreed date of the end of work:**  
(May not exceed six (6) months after the date of the pre-acceptance inspection)

_____/_____/_____ DAY MONTH YEARS
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SIGNATURE OF THE CONTRACTOR: X \_\_\_\_\_

**1** X \_\_\_\_\_ **2** X \_\_\_\_\_  
SIGNATURE OF BENEFICIARY SIGNATURE OF BENEFICIARY

1. Landscaping is excluded from the guarantee.  
2. The beneficiary's acceptance with or without reservation concerns only items that are apparent at the time of building acceptance.  
3. Applicable only if there are items to be corrected or completed.