

Vacant Building Checklist

THIS CHECKLIST DOES NOT APPLY TO SEASONAL PROPERTIES

Requirements for the Care and Protection of Vacant/Unoccupied Buildings

Contact your broker immediately to report that the building is vacant/unoccupied and confirm effective date of vacancy.

Mandatory Steps – Locations in Urban/Rural Areas

1. Heat must be maintained above 10 C for all parts of building, 24 hours per day during the heating season.
 - Shut-off water. Drain pipes, toilet tank, bowls, radiators and piping and water heater. Turn off the hot water heater.
Note - some heating systems require water and therefore water cannot be shut-off during the heating season in these circumstances. If water is left on due to heating requirements, property must be checked every 24 hours.
2. Check premises every 72 hours (or every 24 hours if water is left on due to heating requirements). Keep a written log recording the date and time the building was checked and any action taken.
3. Remove snow/ice from walkways and driveways leading to the building. Keep the area salted and sanded.

Mandatory Steps – Locations in Remote Areas (a location is considered to be in a remote area if it is located more than 50 km. from a town with a population of less than 500 people, or if it is inaccessible during certain times of the year)

1. Check premises once a week if feasible. Keep a written log recording the date and time the building was checked and any action taken, or
 - Completely secure the building by boarding up windows and doors and;
 - Shut-off the heat. Drain rads and piping if heat is hot water radiator heating and;
 - Shut-off water. Drain pipes, toilet tank, bowls, radiators and piping and water heater. Turn off the hot water heater.

Other Steps to Consider to Safeguard Your Property

Designate a person to be responsible for checking the building and conducting regular maintenance as follows:

- Premises must be kept free of debris and combustible materials (e.g. Gas for lawnmower) removed.
- Ensure that all doors are locked and dead-bolted and that all windows are closed and locked.
- Ensure that timers are set to turn lights on/off on the inside/outside of the building or have someone alternate the front/back door lights to give the impression that the building is occupied.
- Ensure that security and fire alarm systems are operational.
- Remove mail and advertisements. Have mail cancelled or re-routed.