

Inventory for establishing the description of a private portion



CAUTION

This tool was developed by IBC for co-ownership syndicate managers.
It guides the managers in drawing up a description of the private portions and does not provide for all situations.
It does not constitute legal advice and cannot be opposed to third parties.

This guide offers co-ownership syndicates the possibility of establishing an inventory describing the private portions and differentiating improvements made by the co-owner in accordance with article 1070 of the Civil Code of Québec (C.C.Q.)¹. The elements listed will be considered to be insured under the syndicate's insurance policy. Conversely, the elements not included in this list will be considered improvements insured under the co-owner's insurance policy.

To ensure the most accurate description possible, list and describe all the elements room by room in the appropriate section of the table starting on [page 3](#).

INSTRUCTIONS

1. You can describe up to three (3) different unit categories of units with this model (see [specimen description](#)).
2. If more categories are necessary, add them as needed in a separate document.
3. You can use the developer's plans and specifications to help you to complete this table and, if needed, the information note provided in article 1788 C.C.Q., which includes, among other things, the names of the architects, engineers, builders and developers. It also contains a plan of the entire real estate project and a summary of the specifications.
4. For each unit category, identify the rooms to be described.
5. For each of the rooms identified, indicate and describe the elements present from the outset.
6. In the column "Value/Quality", where possible indicate the original value², or a term to describe the quality of the element (i.e., low-end, mid-end or high-end).
7. Blank spaces have been provided for items you may wish to add.
8. Items already listed may be deleted as needed.
9. Photos may also be included in a separate file to support this document.
10. Keep a copy of this inventory. It may be used to describe the units to meet your obligations under the law.

¹ Paragraph 3 of article 1070 C.C.Q. "In addition, the syndicate keeps at the disposal of the co-owners a description of the private portions that is sufficiently precise to allow any improvements made by co-owners to be identified. The same description may be valid for two or more portions having the same characteristics."

² Original value: The amount shown is used to give an idea of the item's original value and does not constitute an agreed value; this is not necessarily the amount that will be paid by the insurer.

Information on co-ownership syndicate and its insurer

Syndicate's name

Address

Name of manager/person in charge

Email

Telephone

Work

Ext.

Insurance company

Policy number

Broker or agent

Due date

Email

Telephone

Ext.

EXAMPLE

Room by room description of elements and by unit category

CATEGORY 1 UNIT

Entrance Hall			
Elements	Description	Make/model	Value/Quality
Walls, ceilings	Gypsum 3/4" covered with white painting	Labelle paint	\$15 per gallon
Floor	Carpet	Whatsoever #123456	\$5 per sq. ft.
Lighting	2 recessed lights	Whatsoever #4567	mid-end
Lighting	Wall light	Whatsoever LG5678	\$40
Wardrobe	Gypsum 3/4" with white painting plus one tablet	Labelle paint	\$15 per gallon

Room by room description of elements and by unit category

CATEGORY 1 UNIT

Elements	Description	Make/model	Value/Quality
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Elements	Description	Make/model	Value/Quality
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Elements	Description	Make/model	Value/Quality
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Elements	Description	Make/model	Value/Quality
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Elements	Description	Make/model	Value/Quality
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Elements	Description	Make/model	Value/Quality
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Elements	Description	Make/model	Value/Quality
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Elements	Description	Make/model	Value/Quality
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Room by room description of elements and by unit category

CATEGORY 2 UNIT

Elements	Description	Make/model	Value/Quality
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Elements	Description	Make/model	Value/Quality
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Elements	Description	Make/model	Value/Quality
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Elements	Description	Make/model	Value/Quality
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Elements	Description	Make/model	Value/Quality
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Elements	Description	Make/model	Value/Quality
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Elements	Description	Make/model	Value/Quality
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Elements	Description	Make/model	Value/Quality
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Room by room description of elements and by unit category

CATEGORY 3 UNIT

Elements	Description	Make/model	Value/Quality
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Elements	Description	Make/model	Value/Quality
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Elements	Description	Make/model	Value/Quality
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Elements	Description	Make/model	Value/Quality
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Elements	Description	Make/model	Value/Quality
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Elements	Description	Make/model	Value/Quality
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Elements	Description	Make/model	Value/Quality
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Elements	Description	Make/model	Value/Quality
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