

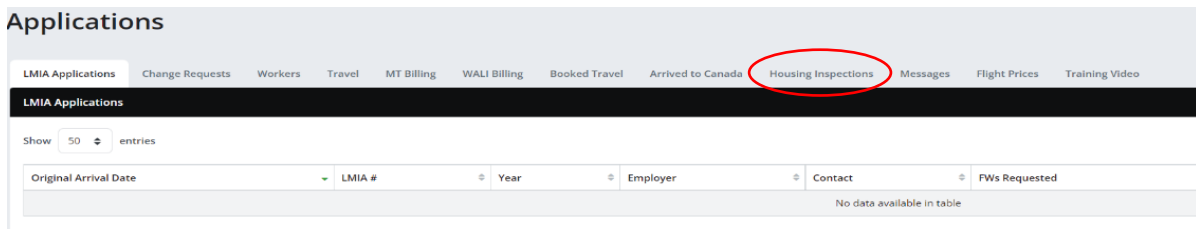
- Section I – Requesting a new inspection through the Portal and overview (page 1).
- Section II – Requesting a new inspection by phone or email (page 3).
- Section III – Reviewing and accepting a draft inspection report (page 3).
- Section IV – Downloading a report for submission to ESDC (page 6).

Employers **MUST** be registered in the WALI Portal before a housing inspection can be started. To apply for an account, apply at [www.walicanada.ca](http://www.walicanada.ca)

Refer to the New Employer Sign-up document for additional details.

**I. Requesting a new Housing Inspection through the Portal**

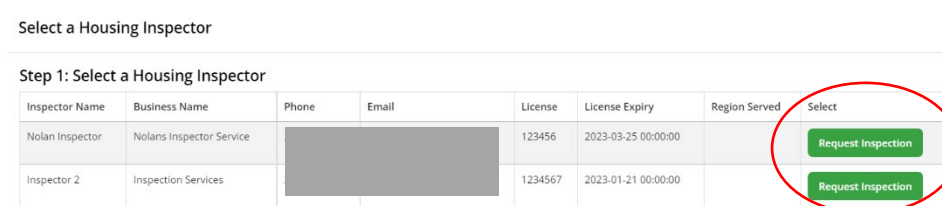
1. Log into the Portal and click on the Housing Inspection tab.



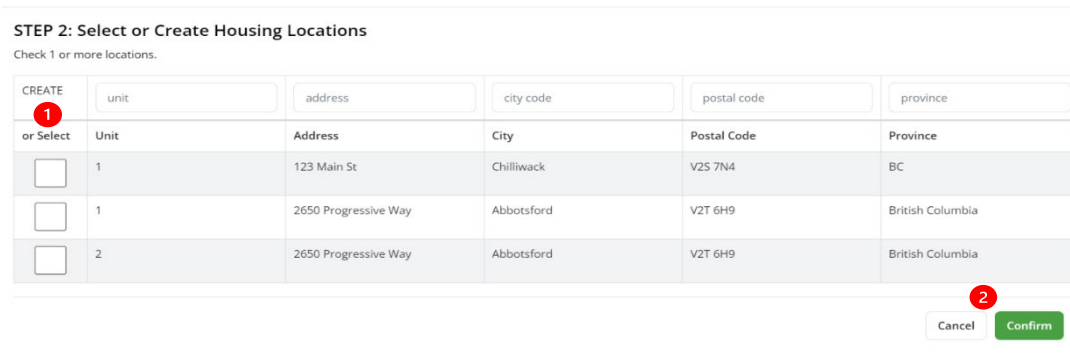
2. Click on the orange Request Housing Inspection button.



3. Select the Inspector to complete the inspection.



4. Select or create (1) the address being inspected. Click on Confirm (2).



If you have more than one accommodation at the same civic address, assign each accommodation a different unit number. For example, one address with three separate accommodations, requiring three separate inspection forms - a house with a separate suite on the main floor and in the basement, and a stand-alone bunk house. The three addresses are:

- Main floor - Unit 1, 1234 Main St, Abbotsford,
- Basement suite - Unit 2, 1234 Main St, Abbotsford, and
- Bunkhouse - Unit 3, 1234 Main St, Abbotsford.

Unit numbers are not required if there is only one accommodation (inspection form) for that address.

5. The address now shows up on the main housing page with **Requested** status and the inspector is notified of your request.

Address	Postal Code	Inspector Name	Business Name	LMA(s)	Status
1-2650 Progressive Way	V2T 6H9	Inspector 2	Inspection Services	N/A	Requested

Inspectors may not be able to complete the requested inspection for a variety of reasons. If the inspector chooses not to complete the inspection, they will "Reject" the request and provide a reason. The Status of the request changes to **Rejected**.

Address	Postal Code	Inspector Name	Business Name	LMA(s)	Status
1-2650 Progressive Way	V2T 6H9	Inspector 2	Inspection Services	N/A	Rejected <small>Test of Other Field</small>

6. If the inspector rejects doing the inspection, go back to step 3 and select another inspector. You are free to email or call inspectors outside of the Portal to make arrangements for an inspection.

Address	Postal Code	Inspector Name	Business Name	LMA(s)	Status
1-2650 Progressive Way	V2T 6H9	Inspector 2	Inspection Services	N/A	Rejected <small>Test of Other Field</small>
2-2650 Progressive Way	V2T 6H9	Inspector 2	Inspection Services	N/A	Requested

7. When the inspector schedules or begins an inspection, the status goes to **In Progress**.

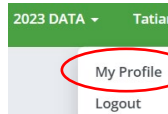
Address	Postal Code	Inspector Name	Business Name	Status
1-2650 Progressive Way	V2T 6H9	Nolan Inspector	Nolans Inspector Service	In Progress

8. When the inspector has completed the inspection and uploaded the pictures, they will issue a draft report for you to review. Status changes to **Draft**.

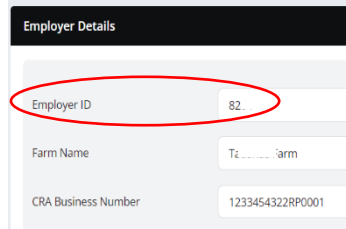
Address	Postal Code	Inspector Name	Business Name	Status	LMA(s)	Forms								
1-2650 Progressive Way	V2T 6H9	Inspector 2	Inspection Services	Draft		<table border="1"> <thead> <tr> <th>Inspection Date</th> <th>Results</th> <th>Max Occupancy</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>2022-10-30</td> <td>N/A</td> <td>0</td> <td>In Progress</td> </tr> </tbody> </table>	Inspection Date	Results	Max Occupancy	Status	2022-10-30	N/A	0	In Progress
Inspection Date	Results	Max Occupancy	Status											
2022-10-30	N/A	0	In Progress											

## II. Requesting a new inspection by phone or email

1. Look up your WALI Employer ID number.
  - i. After logging into the Portal, click on your name on the upper right-hand side of the screen.
  - ii. Click on "My Profile".



- iii. Your number is here.



2. Contact your inspector. Give them your Employer ID number and details of the property to be inspected. The inspector will initiate the inspection.

## III. Process to review and accept a housing inspection.

After the inspector completes a draft inspection report, employers must review the report and the attached photographs. Employers are confirming that this is the correct house where they plan to accommodate workers and that the comments made by the inspector are correct.

1. Log into the Portal and click on the Housing Inspection tab.
2. Select the inspection report that you want to review. Reports ready for review are marked "Draft" and will indicate either a Pass or Fail result.
3. To review the draft report, click on the red "Accept" button.


Housing Inspection Forms						
Inspection Date	Results	Max Occupancy	Status	Admin	Photos	PDF
2022-11-25	Pass	3	Draft	Accept	Photos	PDF

- i. Photos of the accommodations will come up. If the photos match the property being inspected, click on the red "Accept" button at the bottom of the page. If they do not accurately reflect the property, click on the white "Close" button, and contact the inspector to discuss.
  - ii. You must open the PDF of the draft report before you can sign and accept the report. Click on the green "PDF" button.

d. Employer Signature

Review Housing Inspection Report before accepting: PDF

- iii. This opens the draft report in a separate window. After reviewing the report and confirming that it is correct, close this tab in your browser.

 <b>BC TFW AGRICULTURAL PRE-SEASON HOUSING INSPECTION RESPONSE FORM</b> <span style="float: right;"><b>3001</b></span>	
<b>PROPERTY ADDRESS: 1-2650 Progressive Way V2T 6H9</b>	
<b>1. EMPLOYER INFORMATION</b> a. Legal Name: Tatianas Farm b. CRA #: 1233454322RP0001 c. Farm Name: Tatianas Farm d. Mailing Address: 12345 Maple ridge e. Contact Info: Name: Tatiana Travers Cell Phone: 123123123 Email: doggypaws102@hotmail.com Fax:	<b>2. INSPECTION DETAILS</b> a. Inspection Date: 2023-07-17 b. Building Number: 1 c. Used solely for TFW housing? <input checked="" type="radio"/> Yes <input type="radio"/> No INSPECTION IS TO BE COMPLETED AS DETAILED IN THE B.C. TEMPORARY FOREIGN AGRICULTURE WORKER HOUSING INSPECTION GUIDE
<b>3. INSPECTOR INFORMATION</b> a. Inspector name: Test Inspector - Nolan (DO NOT USE) b. Phone Number: 2505078803 c. Email: nwalker57@gmail.com	<b>5. EXTERIOR/GENERAL ACCOMMODATION INFORMATION</b> a. Do the overall conditions of the accommodations meet the program requirements? <input checked="" type="radio"/> Yes <input type="radio"/> No b. Nature of Accommodation:

4. Sign the report.

**Remember that you are signing the following declaration.**

- a. I understand and agree that copies of this inspection report, including without limitation any and all personal information and other information contained within this report, will be shared with the applicable government agencies responsible for the administration of the temporary foreign worker programs and worker safety, applicable Consulate or Liaison Offices, the BC Agriculture Council Labour Committee ("BCAC") and the Western Agriculture Labour Initiative Corporation ("WALI"), and I hereby consent to the disclosure of this inspection report to all such entities and their respective directors, officers, employees and agents. I understand that the information in this report is collected for the purpose of assisting in meeting the requirements of the Temporary Foreign Worker Program.*
- b. I expressly understand and agree that completion of this inspection report does not guarantee that legislative or regulatory requirements have been met, the sole purpose of this report being assisting the Employer in meeting the requirements of the Temporary Foreign Worker Program, and that none of BCAC, WALI, the Home Inspectors Association BC ("HIABC") nor the HIABC inspector named in this form makes any warranty or representation of any kind, express or implied, with respect to same. I further acknowledge and agree that in no event will BCAC, WALI, HIABC or their respective licensors, licensees, affiliates or subsidiaries or any of their respective directors, officers, employees, agents, successors and assigns (collectively, the "Releasees") have any responsibility or liability in connection with this inspection or the completion of this report, and I HEREBY RELEASE the Releasees individually and collectively of and from any and all actions, causes of action, claims, debts and damages howsoever arising (collectively, the "Actions") in any way relating to or arising out of this inspection report, including without limitation any Actions in any way relating to the subject housing's compliance or non-compliance with applicable legislation and/or applicable building code requirements.*
- c. The employer also agrees to indemnify BCAC, WALI, the HIABC and the HIABC inspector names on this form for any claims made, at any time, by any party, that arise or are related to, directly or indirectly, from any inspection services provided.*

Sign the report by either (1) clicking on the box and using a mouse to sign or (2) by clicking on the green "Upload Signature Image" box to upload a signature from your computer.

After signing, click on the green box on the lower right side of the page.

- The report is now completed. The Portal will create an invoice and the status of the inspection changes to **Waiting for Payment**.
- Pay the invoice by credit card or by EFT by clicking on the green buttons. Refer to the **Making WALI Payments** document for more instructions. Credit card payments are automatically and immediately verified. WALI staff must manually review EFT payments.

Ready to Pay Invoice Number: 4837

**Bill Details**

Invoice Number: 4837  
 Employer: Tatianas Farm  
 Farmer ID Card Number: N/A

	Option 1: Credit Card	Option 2: Direct Payment
Annual Employer Fee:	\$0.00	\$0.00
IFW Administration Fee:	\$210.00	\$210.00
Subtotal:	\$210.00	\$210.00
GST #872-805-361 RT0001:	\$10.50	\$10.50
<b>TOTAL DUE:</b>	<b>\$220.50</b>	<b>\$220.50</b>

Payment Options:

**Pay Now by Credit Card**

**Bank:** Bank of Montreal - Abbotsford Main Branch  
**Bank phone number:** 1-800-465-2422  
**Bank code:** 001  
**Transit number:** 07090  
**Account number:** 198/7868  
**Account name/beneficiary:** Western Agriculture Labour Initiative (WALI)

**Credit card payment**

**Upload Proof of Payment EFT payment**

Click on the pink “Waiting for Payment” button to make a payment on any outstanding invoices.

Housing Inspection Forms						
Inspection Date	Results	Max Occupancy	Status	Admin	Photos	PDF
2022-11-25	Pass	3	Waiting for Payment			PDF
2022-11-26	Pass	10	Draft	Accept	Photos	PDF

- Once fees are confirmed paid, the status changes to **Completed** and the report is available to the employer.

Housing Inspection Forms						
Inspection Date	Results	Max Occupancy	Status	Admin	Photos	PDF
2023-07-10	N/A	6	Complete		Photos	Inspection Report

#### IV. Downloading and submitting a housing inspection report to ESDC

- Log into the Portal and click on the Housing Inspection tab.
- Select the inspection report that you want to submit to ESDC.
- Open the final report by clicking on the green Inspection Report button.

Housing Inspection Forms						
Inspection Date	Results	Max Occupancy	Status	Admin	Photos	PDF
2023-07-10	N/A	6	Complete		Photos	Inspection Report

- (1) Save a copy of the report to your computer by clicking on the computer disk symbol or (2) print a copy of the report. Depending on your computer/software, the symbols may look different.



- Attach a copy of the PDF to your LMIA application.

ESDC and other program regulators may verify the accuracy of housing inspection reports submitted with LMIA applications independently and directly with WALI.

END