

INSPECTION REQUIREMENTS

All of these requirements must be met for payment of inspection!!

Regular Inspections:

- Inspections must be completed within **10** days of receiving the inspection and returned within **2** days of completion unless it is **First Time Vacant (FTV)** or **Open** and/or **Damaged**. Then it must be returned the day it is discovered or within **24** hours.
- **Occupied** inspections must have at least 5 photos of the property this must include a photo of the front, left and right of the house, photo of the address (if no address is on house you must provide that reason and take a photo of the neighboring house) and street view. **Interview Inspections** must also include a door card being left at the property of you knocking on the door (see photo examples). **Vacant** inspections must have a minimum of 10 photos. Required photos must include a photo of the front, left and right and back of the house, photo of the address (if no address is on house you must provide that reason and take a photo of the neighboring house) and street view, a photo of a utility meter and photos of any damages to the property and any debris visible at the property.
- You must write down on the inspection if any damages, and take photos of any open or unsecure areas, damages to property, any violations posted or signs posted on property.
- On bankruptcy inspections, **do not contact anyone at the house or neighbors** and do not leave any postings on property.

Interior Inspections:

- Inspections must be completed within **10** days of receiving the inspection and returned within **2** days of completion.

- If a property is occupied, we must have photos proving as best as can why you are calling this occupied. If contact is made try to get names and numbers for occupants
- If you cannot get inside the property, we must have photos showing a lockbox with code trying to get lockbox to open. If no lockbox on property we must have photos showing keys inside the lock trying to open it. If for any other reason you cannot get inside the property we must have written notes on the form with photos showing the reason it.
- When taking photos, you must have photos of all sides of exterior, any damages to the exterior and any outbuildings. On the interior we must have photos of **EVERY** room which should include any damages to any of the rooms, the photos must show the walls, floors and ceilings of each room, photos of the appliances including but not limited to; furnace or boiler, water heater, A/C units, dishwasher, stove and fridge (free-standing or built-in), washer and dryer, the electric fuse or breaker box, etc. and if/when there is a basement we also need photos there too. Please provide photos of a sump pump if there is one and make sure you check the utilities and report correctly.
- If there is a for sale sign please note that on the form in the correct spot and a photo must be taken also.

