

National Home Inspector Certification Council

Applicant Name:

Application Number:

Property Address: _____

Inspection Date _____

Report Checklist - Legend:

- Note by a checkmark, or "X" or note "N" where not applicable for the item

Type – describe:

1. "To identify in writing a system or component by its type or other distinguishing characteristics."

Condition – to report:

1. "Those systems or components inspected that, in the professional judgment of the inspector, are not functioning properly, significantly deficient, unsafe, or are near the end of their service lives."
2. "Recommendations to correct, or monitor for future correction, the deficiencies reported, or items needing further evaluation."
3. "Reasoning or explanation as to the nature of the deficiencies reported, that are not self-evident."
4. "Systems and components designated for inspection in the Standards of Practice that were not present at the time of the home inspection but were not inspected and the reason(s) they were not inspected."

* (asterisk)

An asterisk in the sections to follow means that it is acceptable to leave this component out of the report if it is not present or not applicable.

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2.0 Purpose & Scope (Note: if these are training inspections and you have not affiliated yourself with a firm yet, create a model page meeting these requirements.)

- 1) Inspection purpose and scope, limitations, exclusions and fee specified. Include all as part of the agreement. A common way of meeting the purpose requirement is to say: *The purpose of the inspection is to give the client a better understanding of the property condition on the day of the inspection. Limitations and exclusions to the inspection need to be clearly defined and may not be in conflict with the Standards of Practice. Include the inspection fee in the agreement.*
- 2) Date- Include the date the inspection was performed in the agreement.
- 3) Inspector- The legible name (typed or printed) and application/ license number of the person performing the inspection must exist in the agreement.
- 4) Firm address- A firm mailing address must be included in the agreement.
- 5) Standards of Practice- A notation needs to be included that describes the inspection as being conducted in accordance with the ASHI Standards of Professional Practice for Home Inspectors in the agreement. In addition, where mandated, a statement of declaration for E&O insurance and license identification is required.

4.0. Structural Components

- 6) Foundation- Observe and report on the foundation **type** (concrete slab on grade, concrete/masonry basement, concrete/masonry crawlspace) and the **condition** of the visible portions of the foundation (satisfactory where visible, poor, etc.) – it is not acceptable to describe the condition of the foundation as simply “not visible”.
- 7) Floors- Observe and report on **type** (framed, concrete, or not determined) and **condition** to the extent it is visible at each level of the structure (satisfactory-inspection limited, poor, etc.) – it is not acceptable to describe the condition of the floors as simply “not visible”. These structural notations may be located in the structure section or the interior section of the report.
- 8) Walls- Observe and report on **type** (framed, masonry, etc. or not determined) and **condition** to the extent it is visible of exterior wall structure (satisfactory-inspection limited, poor, etc.) – it is not acceptable to describe the condition of the wall structure as simply “not visible”.
- 9) Columns*- Observe and report on **type** (framed, masonry, patio, porch, deck, post, etc. or not determined) and **condition** to the extent it is visible of the structure columns (satisfactory-inspection limited, poor, etc.) – it is not acceptable to describe the condition of the columns as simply “not visible”.
- 10) Roofs/ceilings- Observe and report on **type** (truss system, conventional framing, not determined, etc) and **condition** to the extent it is visible of roof and ceiling structure (satisfactory where visible, poor, etc.) – it is not acceptable to describe the condition of the roof/ceiling structure as simply “not visible”.

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11) Underfloor crawl space*- Observe and report on **condition** of the crawl space and its components (access, floor, walls, supports, etc.).

12) Observation method- State how crawl space and attic were observed (not needed if dwelling has no crawl space or attic). Common examples: viewed from access, fully accessed, partially accessed-west side blocked by possessions, etc.

5.0 Exterior

13) Wall cladding- Observe and report on **type** (stucco, wood siding, etc.) and **condition** (satisfactory, poor, etc.) of the exterior wall surface material.

14) Flashing and trim- Observe and report on the **condition** of the wall flashing and trim at openings and transition areas (comments on exterior flashing may be left out if no visible flashing exists at the property).

15) Entry door- Observe and report on **condition** (and operation) of all exterior doors.

16) Windows- Observe and report on **condition** and operation of a representative number (may be reported in exterior or interior sections).

17) Garage door opener*- Observe and report on **condition** and operation including safety reverse.

18) Decks, balconies and steps*- Observe and report on **condition**.

19) Porch, areaway, railings*- Observe and report on **condition**.

20) Eaves, soffits and fascia*- Observe and report on **condition**.

21) Vegetation*- Observe and report on any adverse impact on the structure.

22) Grading, drainage- Observe and report on **condition** and any adverse impact on the structure.

23) Patio, walks, driveway- Observe and report on **condition** and any adverse impact on the structure.

24) Retaining walls*- Observe and report on **condition** and any adverse impact on the structure (* may report by making no comment if not present).

6.0 Roofing

25) Roof coverings- Observe and describe covering **type** (shingle, tile, rolled composition, etc.) and report on **condition**.

26) Drainage systems*- Observe and report on **condition** of any gutters/downspouts, roof drains, etc.

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27) Flashings/ penetrations, skylights*, chimneys*- Observe and report on **condition** (may report by making no comments in the report if no skylights or chimneys exist).

28) Evidence of leaking*- Observe and report on evidence of leakage (may be noted in the roof, attic or interior sections).

29) Method used to observe- Describe method used to inspect/observe the roof. (Walked, viewed from ladder, fully viewed, partially viewed, etc.).

7.0 Plumbing

30) Interior supply/ distribution piping- Observe and report on visible **type** of materials (must describe type of piping material specifically, i.e., copper, polybutylene, galvanized, etc. – not simply plastic or metal) and **condition** to the extent the piping is visible.

31) Supports, insulation- Observe and report on **condition** of all visible supports and insulation (i.e., displaced, damaged, missing, not required, etc.).

32) Fixtures, faucets- Observe and report on **condition** and operation of all fixtures and faucets (may be reported in plumbing section or individual room description areas).

33) Functional flow- Observe and report on the supply system functional flow (volume, not pressure) and describe the method used to determine or have the term functional flow in the report.

34) Water supply leaks*- Observe and report on any evidence of supply side leaks.

35) Cross connections*- Observe and report on the presence of any potential cross connections (dishwasher high-loop, hose bib anti-siphon fittings, etc.).

36) Waste and vent piping system- Observe and report on visible **type** of materials (must describe type of piping specifically, i.e. ABS plastic, galvanized, etc. – not simply plastic or metal) and **condition** to the extent the piping is visible.

37) Drain leaks*- Observe and report on any evidence of leakage of the waste system piping.

38) Functional drainage- Observe and report on the waste system functional drainage and describe method used to determine or have the term functional drainage in the report.

39) Water heater- Observe and report on its **type** (gas, electric, solar, etc.) and **condition** (operational, inoperative, etc.).

40) Automatic safety controls- Observe and report on presence and visible **condition** (*TPR valve, thermocouple, etc.).

41) Flues, vents and chimneys- Observe and report on **condition** (required if dwelling has a gas water heater-report on flues and combustion air ventilation).

42) Fuel storage/distribution system and supports*- Observe and report on **condition** of all visible fuel piping and supports.

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43) Drainage sumps, sump pumps, related piping - Observe and report on **condition**.

44) Location of water main and fuel shut-off valves – Describe location(s).

8.0 Electrical

45) Service type- Observe and report on its **type** (overhead/underground) and **condition**.

46) Service entrance conductor- Observe and report on its **type** (copper or aluminum) and **condition**. (May report both type and condition as not visible if visibility is restricted.)

47) Service ground- Observe and report on the presence and the **condition** of the system visible grounding.

48) Overcurrent protection devices- Observe and report on the **type** (breakers and/or fuses) and **condition**.

49) Main and distribution panels- Observe and report on panel **locations** and **conditions**.

50) Interior components of service panels/sub panels - Observe and report on **type** (conductor) and **condition** of the branch circuits.

51) Service amperage/voltage- Report on the service amperage and voltage rating.

52) Branch circuit conductors- Observe and report on **type** (conductor) and **condition** of the branch circuits.

53) Aluminum branch circuit wiring*- Observe when present and report on **condition** and provide customer recommendations.

54) Compatibility- Observe and report on **condition** (i.e., report when breakers or fuses are oversized). Reporting panel(s) as satisfactory with no adverse comments assumes compatibility is correct.

55) Lights, switches- Observe and report on operation and **condition** of a representative number (may be reported in electrical section or individual room description areas).

56) Receptacles, polarity, ground- Observe and report on operation and **condition** of a representative number (may be reported in electrical section or individual room description areas).

57) Ground fault circuit interrupters- Observe and report on operation and **condition** of all existing GFCI devices.

58) Smoke detectors - Observe and report on presence or absence of smoke detectors.

9.0 Heating

59) Heating equipment- Observe and report on **type** (heat pump, forced air gas, etc.) and **condition**.

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- 60) Energy source- Observe and report on **type** (gas or electric).
- 61) Operating controls (thermostat) - Observe and report on operation and **condition**.
- 62) Automatic safety controls- Observe and report on presence and visible **condition** (limit switches, thermocouple, etc. on gas units and over current protection on electric units).
- 63) Chimneys, flues and vents- Observe and report on **condition** (required if dwelling has a gas heater - report on flues and vents as well as combustion air ventilation).
- 64) Distribution system- Observe and report on **type** and **condition**. (Radiator ducts, etc.) - Not required to describe materials).
- 65) Air filters- Observe and report on **condition**. It is not acceptable to describe the filter condition as simply "present" or "in place".
- 66) Heat source- Observe and report on **heat source presence in each room** (report must contain a reference to cooling source presence in each room) - may be reported in individual room description areas.

10.0 Cooling

Note: If the heating and cooling systems have shared components (i.e., thermostat, distribution system, filters, registers, etc.) these components may be reported in either the heating or cooling sections.

- 67) Cooling equipment- Observe and report on **type** (heat pump, air conditioner, evaporative cooler) and **condition**.
- 68) Energy source- Observe and report on **type** (gas or electric).
- 69) Operating controls (thermostat) - Observe and report on **condition**.
- 70) Distribution system- Observe and report on **type** (ducts, etc.) and **condition** - not required to describe materials.
- 71) Air filters- Observe and report on **condition**. It is not acceptable to describe the filter condition as simply "present" or "in place".
- 72) Cooling source- Observe and report on **cooling source presence in each room** (report must contain a reference to cooling source presence in each room) - may be reported in individual room description areas.

11.0 Interiors

- 73) Walls, ceilings, floors- Observe and report on **condition** at visible areas.
- 74) Steps, stairways*- Observe and report on **condition**.

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- 75) Balconies, railings*- Observe and report on **condition**.
- 76) Counters, cabinetry- Observe and report on **condition**.
- 77) Doors- Observe and report on operation and **condition** of a representative number of interior doors (may be reported in interior section or individual room description areas).
- 78) Windows- Observe and report on operation and **condition** of a representative number of primary windows (may be reported in interior section or individual room description areas).
- 79) Fire/CO separation walls and ceilings- Observe walls and ceilings between dwelling unit and an attached garage or another dwelling unit and report on **condition**.
- 80) Fire separation doors- Observe and report on **condition** at attached garages.

12.0 Insulation, Ventilation

- 81) Insulation- Observe and report **type** of visible insulation (i.e., fiberglass, cellulose, etc.) and **condition** (i.e., displaced, damaged, missing).
- 82) Vapour retarder- Observe and report **type** of visible vapour retarder (i.e., building paper, plastic, etc.) and **condition** (i.e., displaced, damaged, missing, not required, etc.).
- 83) Attic ventilation- Observe and report on presence and **condition**.
- 84) Underfloor crawl space ventilation*- Observe and report on presence and **condition**.
- 85) Kitchen ventilation*- Observe and report on the stove vent **condition**.
- 86) Bathroom ventilation- Observe fan or window and report on operation and **condition**.
- 87) Laundry ventilation- Observe and report on presence and **condition** (dryer venting) to the extent it is visible. Dryer venting evaluation shall include visible sections from the clothes dryer to the exterior of the building. Observe and report on condition of room ventilation if present.

13.0 Fireplaces & Solid Fuel Burning Appliances

- 88) System components - Observe and report on **type** and **condition**.
- 89) Solid fuel heating devices*- Observe and report on **type** (fireplace, wood stove, pellet stove) and **condition**.
- 90) Chimney(s) - Observe and report on **condition** (required if dwelling has a gas heater - report on flues and vents as well as combustion air ventilation).
- 91) Vent systems, and flues - Observe and report on **condition** (required if dwelling has a flues and vents as well as combustion air ventilation).

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Reviewer Date

Report was reviewed and meets the ASHI Standards of Practice.

Report was reviewed and meets the ASHI Standards subject to minor comments listed below or in the reviewed report.

Not recommended (see comments).

Comments: