

# REPORT CHECKLIST SUPPLEMENT

## **This checklist will assist in assuring that a home inspection report complies with The Arizona Standards of Professional Practice for Home Inspectors**

**Applicants Please Note:** The purpose of an inspection report is to provide the client with a better understanding of the property conditions. The Board of Technical Registration has adopted Standards of Professional Practice for Arizona Home Inspectors (available on the Board web site or upon request) to set the guidelines for reporting that will provide this understanding.

Each home inspection report is required to meet the Arizona Standards of Professional Practice. Each submitted report will be evaluated for compliance with the following criteria:

1. *Observation and description* of observed systems and component:
  - Observe:** The act of making a visual examination of a system or component and reporting on its *condition*.
  - Describe:** Report in writing a system or component by its *type*, or other characteristics, to distinguish it from other components used for the same purpose.
2. Explanation of *adverse conditions* and *recommendations for remedies* (such as “review by qualified professional, service by qualified professional, correction by qualified professional”).

These criteria will apply to all systems and components that are applicable to the property inspected, as set forth in the Standards of Professional Practice for Arizona Home Inspectors and in the Arizona Administrative Code, Title 4, Chapter 30.

**Applicants Please Note:** COMPLETING AND SENDING IN THIS CHECKLIST WITH YOUR APPLICATION, AND DIRECTLY ADDRESSING ALL ITEMS IN THIS CHECKLIST UPON SUBMITTAL, CAN SIGNIFICANTLY REDUCE THE AMOUNT OF TIME REQUIRED TO PROCESS YOUR APPLICATION. **FOR EACH ITEM ON THE CHECKLIST, PUT THE PAGE NUMBER WHERE THE ITEM CAN BE FOUND ON THE HOME INSPECTION REPORT.**

**Supervising Certified Inspectors Please Note:** As the *supervising certified inspector* conducting *parallel inspections*, you are responsible for verifying that the applicant’s report meets the states minimum standards for home inspection reports, and must provide a sworn statement that the parallel home inspections complies with the standards identified in rule R430-301.01(A). Use this checklist as a guideline for compliance.

**Application Reviewers and Enforcement Advisory Assessors Please Note:** Many different terms are likely to be used to describe satisfactory or unsatisfactory conditions in a home inspection report. Various terms will be acceptable, if these words reasonably convey positive or negative conditions. Any “immediate major repair” items must also include recommendations to correct, monitor or evaluate by appropriate persons.

**Certified Inspectors Please Note:** All Home Inspections and Inspection reports must comply with the Arizona Standards of Professional Practice. Use this checklist as a guideline to ensure your continued compliance.

### **DISCLAIMER**

The guidelines and checklist are merely tools to assist the applicant and/or certified home inspector in preparing a home inspection report. They are not all inclusive of or a substitute for the "Standards of Professional Practice" adopted by the Arizona Chapter of the American Society of Home Inspectors, Inc. on January 1, 2002, and adopted by the Arizona Board of Technical Registration and incorporated by reference via A.A.C.R4-30-301.01 on February 19, 2002, which are the governing standards for home inspections conducted in Arizona. To the extent that there is any conflict between the guidelines or checklist and the Standards of Professional Practice, the Standards of Professional Practice governs. \*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. NOTE: Items present, but not inspected must be clarified as to why they were not inspected (by request of seller, access restricted, access denied, etc.). jjjj

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FOR EACH ITEM ON THE CHECKLIST, PUT THE PAGE NUMBER WHERE THE ITEM  
CAN BE FOUND ON THE HOME INSPECTION REPORT.

Applicant Name: \_\_\_\_\_

Application Number: \_\_\_\_\_

Property Address: \_\_\_\_\_ Inspection Date: \_\_\_\_\_

## **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- 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) \_\_\_\_\_ AZ standards of professional practice- A notation needs to be included that describes the inspection as being conducted in accordance with the Arizona Standards of Professional Practice for Home Inspectors in the agreement.

## **4.0. Structural Components**

**Note: Although the sub-components (foundation footings, wall, ceiling, and roof framing) of the structural aspects of the home can be noted as “not visible” the condition of the overall components (foundation, floors, walls, ceiling and roof structures) must be *observed and reported*.**

- 6) \_\_\_\_\_ Foundation- Observe and report on the foundation type (e.g., 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) \_\_\_\_\_ Floor Structure- Observe and report on type (e.g., 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) \_\_\_\_\_ Wall Structure- Observe and report on type (e.g., 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 (e.g., 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 Structure- Observe and report on **type** (e.g., 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”.
- 11) \_\_\_\_\_ Under floor 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** (e.g., 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 building.
- 22) \_\_\_\_\_ Grading, drainage- Observe and report on **condition** and any adverse impact on the building.
- 23) \_\_\_\_\_ Patio, walks, driveway- Observe and report on **condition** and any adverse impact on the building.
- 24) \_\_\_\_\_ Retaining walls\*- Observe and report on **condition** and any adverse impact on the building.

## 6.0 Roofing

- 25) \_\_\_\_\_ Roof coverings- Observe and describe covering **type** (e.g., shingle, tile, rolled composition, etc.) and report on **condition**.
- 26) \_\_\_\_\_ Drainage systems\*- Observe and report on **condition** of any gutters/downspouts, roof drains, etc.
- 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 and/or abnormal condensation (may be noted in the roof, attic or interior sections).

29) \_\_\_\_\_ Method used to observe- Describe method used to observe the roof. (e.g., 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, e.g., 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 (e.g., 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 (e.g., dishwasher high-loop, missing anti-siphon protection, etc.).
- 36) \_\_\_\_\_ Waste and vent piping system- Observe and report on visible **type** of materials (must describe type of piping specifically, e.g., ABS plastic, galvanized, etc. – not simply plastic or metal) and **condition**, including drain traps, waste and vent piping, and sump pumps (waste and /or storm-water) to the extent the systems are 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 heating equipment and operating controls - Observe and report on its **type** (e.g., 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 and vents\*- Observe and report on **condition** (required if dwelling has a gas water heater-report on flues and combustion air ventilation).
- 42) \_\_\_\_\_ Fuel storage and fuel distribution system and supports\*- Observe and report on **condition** of all fuel storage, fuel piping and supports where visible.

## 8.0 Electrical

- 43) \_\_\_\_\_ Service type- Observe and report on its **type** (e.g., overhead/underground) and **condition**.
- 44) \_\_\_\_\_ Service conductor- Observe and report on its **type** (e.g., copper or aluminum) and **condition**. You may report both type and condition as not visible if visibility is restricted.
- 45) \_\_\_\_\_ Service ground- Observe and report on the presence and the **condition** of the system visible grounding.
- 46) \_\_\_\_\_ Overcurrent protection devices- Observe and report on the **type** (breakers and/or fuses) and **condition**.

- 47) \_\_\_\_\_ Main and distribution panels- Observe and report on panel **locations** and **conditions**.
- 48) \_\_\_\_\_ Service amperage/voltage- Report on the service amperage and voltage rating.
- 49) \_\_\_\_\_ Branch circuit conductors- Observe and report on **condition**.
- 50) \_\_\_\_\_ Aluminum branch circuit wiring\*- Observe when present and report on **condition** and provide recommendations to correct, monitor or evaluate by appropriate persons when non stranded aluminum wire is present.
- 51) \_\_\_\_\_ Compatibility- Observe and report on **condition** (e.g., report when breakers or fuses are oversized). It is not acceptable to report the panels as simply satisfactory to address compatibility.
- 52) \_\_\_\_\_ Lights, switches- Observe and report on operation and **condition** of a representative number (may be reported in electrical section or individual room description areas).
- 53) \_\_\_\_\_ Receptacles, polarity, ground- Observe and report on operation and **condition** of a representative number, including adverse conditions such as reverse-polarity, open neutrals, or improper grounding (may be reported in electrical section or individual room description areas).
- 54) \_\_\_\_\_ Ground fault circuit interrupters- Observe and report on operation and **condition** of all existing GFCI devices, including polarity and grounding, in all applicable wet areas (at the exterior, garages, carports, bathrooms, kitchens, etc.)

## 9.0 Heating

- 55) \_\_\_\_\_ Heating equipment- Observe and report on **type** (e.g., heat pump, forced air gas, etc.) and **condition**.
- 56) \_\_\_\_\_ Energy source- Observe and report on **type** (e.g., gas or electric).
- 57) \_\_\_\_\_ Operating controls (thermostat) - Observe and report on operation and **condition**.
- 58) \_\_\_\_\_ Automatic safety controls- Observe and report on presence and visible **condition** (e.g., limit switches, thermocouple, etc. on gas units and over current protection on electric units).
- 59) \_\_\_\_\_ 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).
- 60) \_\_\_\_\_ Solid fuel heating devices\*- Observe and report on **type** (e.g., fireplace, wood stove, pellet stove) and **condition**. (If solid fuel heating device is present, it is a heating system, and the **type** must be reported).
- 61) \_\_\_\_\_ Distribution system- Observe and report on **type** and **condition**. (radiator, ducts, etc.) - not required to describe materials).
- 62) \_\_\_\_\_ Air filters- Observe and report on **condition**. It is not acceptable to describe the filter condition as simply “present” or “in place”.
- 63) \_\_\_\_\_ Heat source- Observe and report on **heat source presence in each room** (report must contain a reference to heating 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 (e.g., thermostat, distribution system, filters, registers, etc.) these components may be reported in either the heating or cooling sections.

- 64) \_\_\_\_\_ Cooling equipment- Observe and report on **type** (e.g., heat pump, air conditioner, evaporative cooler) and **condition**.

- 65) \_\_\_\_\_ Energy source- Observe and report on **type** (e.g., gas or electric).
- 66) \_\_\_\_\_ Operating controls (thermostat) - Observe and report on **condition**.
- 67) \_\_\_\_\_ Distribution system- Observe and report on **type** (ducts, etc.) and **condition** - not required to describe materials.
- 68) \_\_\_\_\_ Air filters- Observe and report on **condition**. It is not acceptable to describe the filter condition as simply “present” or “in place”.
- 69) \_\_\_\_\_ 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

- 70) \_\_\_\_\_ Walls, ceilings, floors- Observe and report on **condition** at visible areas.
- 71) \_\_\_\_\_ Steps, stairways\*- Observe and report on **condition**.
- 72) \_\_\_\_\_ Balconies, railings\*- Observe and report on **condition**.
- 73) \_\_\_\_\_ Counters, cabinetry- Observe and report on **condition**.
- 74) \_\_\_\_\_ 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).
- 75) \_\_\_\_\_ 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).
- 76) \_\_\_\_\_ Fire separation walls and ceilings- Observe walls and ceilings between dwelling unit and an attached garage or another dwelling unit and report on **condition**.
- 77) \_\_\_\_\_ Fire separation doors- Observe and report on **condition** at attached garages.

## 12.0 Insulation, Ventilation

- 78) \_\_\_\_\_ Insulation- Observe and report **type** of visible insulation (e.g., fiberglass, cellulose, etc.) and **condition** (e.g., depth/thickness, displaced, damaged, missing).
- 79) \_\_\_\_\_ Vapor retarder- Observe and report **type** of vapor retarder (e.g., building paper, plastic, etc.) and **condition** (e.g., displaced, damaged, missing, not required, etc.). Minor displacement of insulation is permissible if necessary to access vapor retarder.
- 80) \_\_\_\_\_ Attic ventilation- Observe and report on presence and **condition**.
- 81) \_\_\_\_\_ Under floor crawl space ventilation\*- Observe and report on presence and **condition**.
- 82) \_\_\_\_\_ Kitchen ventilation\*- Observe and report on the stove vent **condition**.
- 83) \_\_\_\_\_ Bathroom ventilation- Observe fan or window and report on operation and **condition**.
- 84) \_\_\_\_\_ 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.