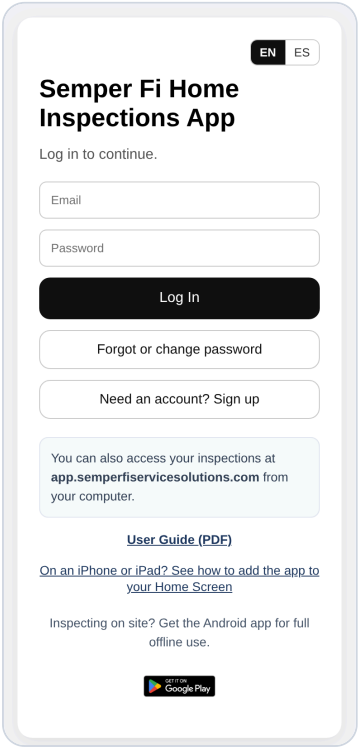
SEMPER FI HOME INSPECTIONS

NSPIRE Voucher Inspections

Step-by-step guide - from a new account to a passed re-inspection

This guide walks you through the Semper Fi Home Inspection app on real screens: creating your account, setting up your company, and inspecting a Housing Choice Voucher unit from the address to a passed re-inspection. It works the same on a phone, a tablet or a computer.

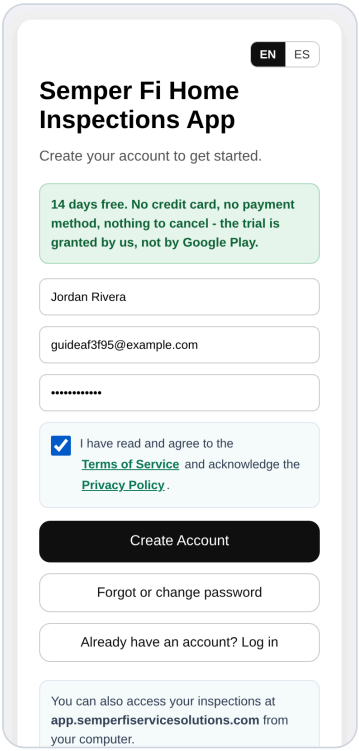
Part 1 - Set up your account



STEP 1

Open the app

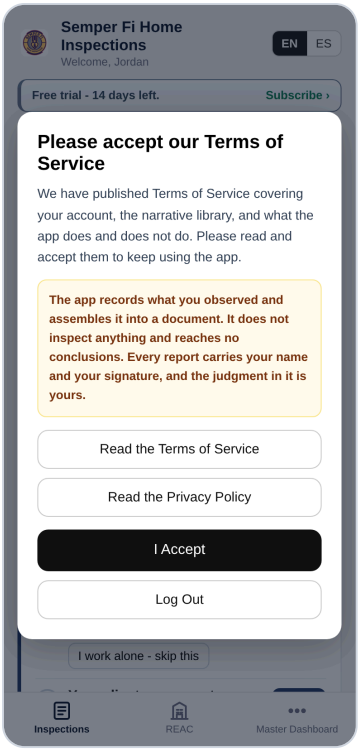
Install Semper Fi Home Inspection from Google Play, or open app.semperfiservicesolutions.com in the browser on any device - phone, tablet or computer. It is the same account and the same inspections either way. Use EN / ES at the top to pick English or Spanish.



STEP 2

Create your account

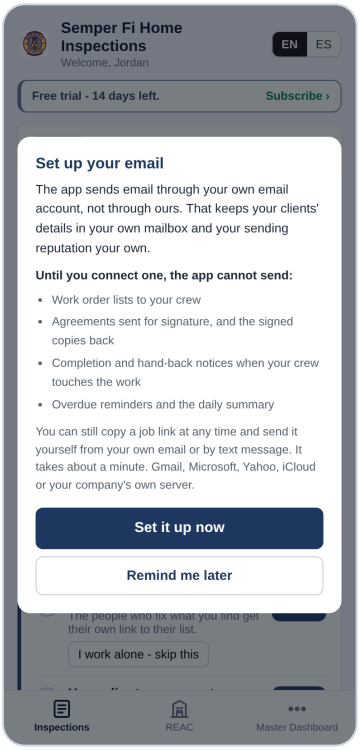
Tap Sign up. Enter your full name, your email and a password, check the box to accept the Terms of Service and Privacy Policy, and tap Create Account. Use an email you read - password resets and notices go there.



STEP 3

Accept the terms

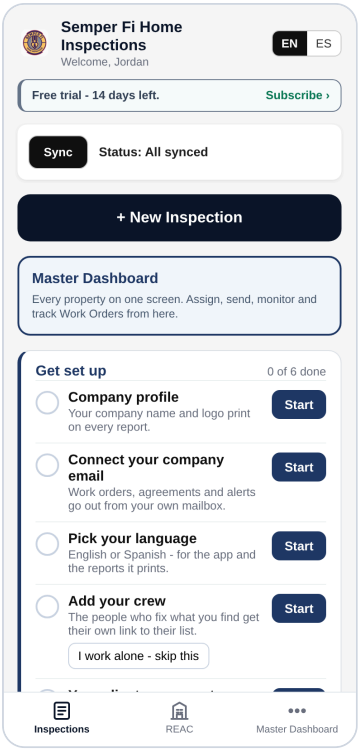
The first time you sign in, the app shows its Terms of Service. Read them and tap I Accept.



STEP 4

Your own email

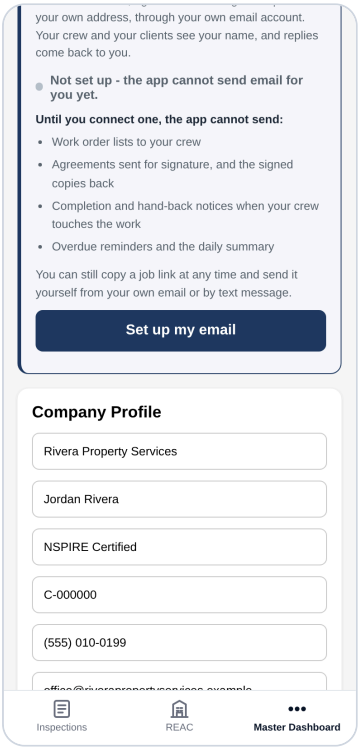
The app sends work orders, agreements and notices from YOUR email account, so your crew and clients see your name. Tap Set it up now, or Remind me later and do it from Company Profile.



STEP 5

Get set up

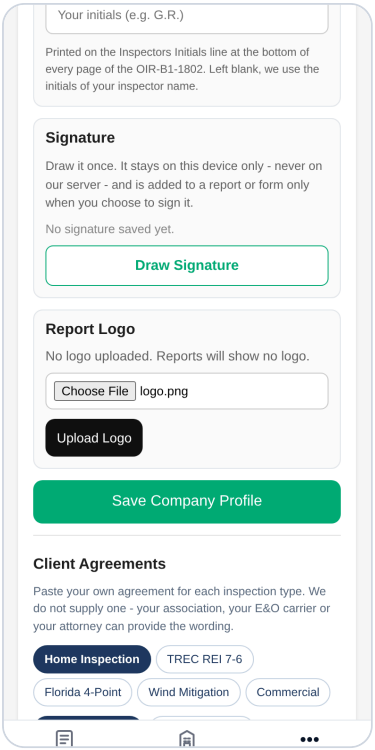
A new account shows a Get set up card with each first step. Tap Start beside any of them - each step checks itself off when it is done.



STEP 6

Company profile

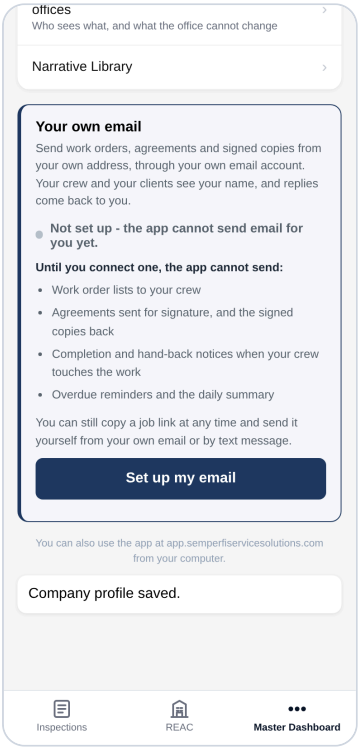
Enter your company name, inspector name, certification, license, phone, email and website. These print at the top of every report you hand an owner.



STEP 7

Your logo

Upload your company logo. It prints on your reports. A square image works best.

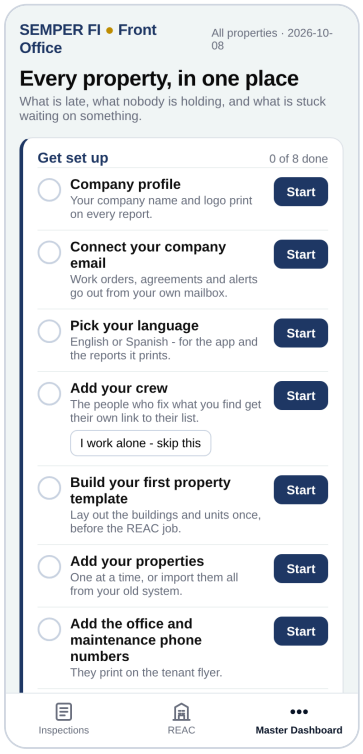


STEP 8

Save

Tap Save. You can come back and change any of this from Master Dashboard > Your company at any time.

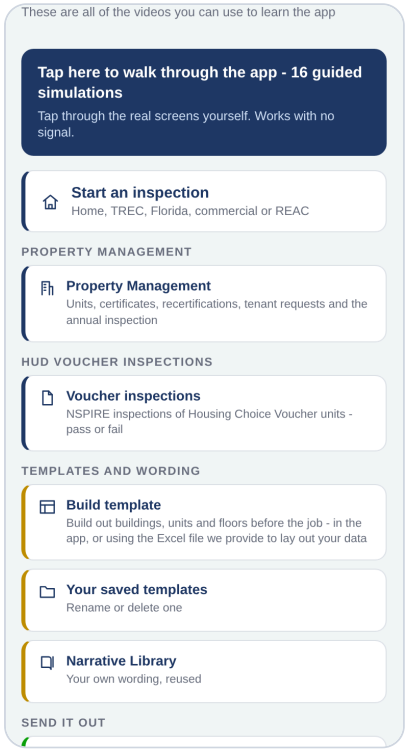
Part 2 - A voucher inspection, start to finish



STEP 9

The Master Dashboard

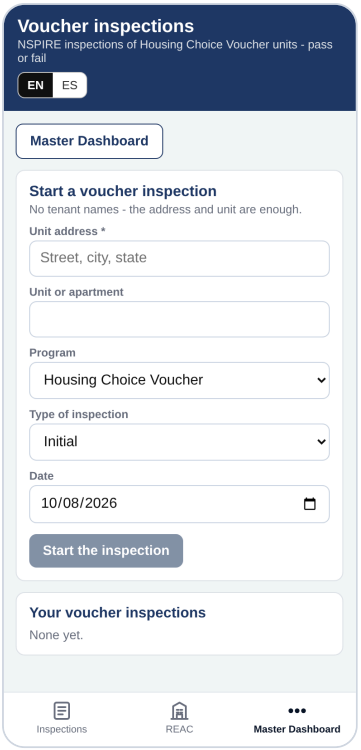
The Master Dashboard is the app's home. Every module you have is a tile here. Voucher inspections come with every REAC NSPIRE plan.



STEP 10

Open Voucher inspections

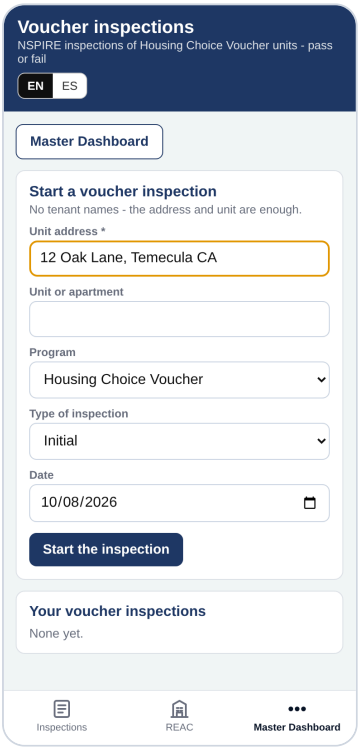
Scroll to HUD voucher inspections and tap Voucher inspections.



STEP 11

Start a voucher inspection

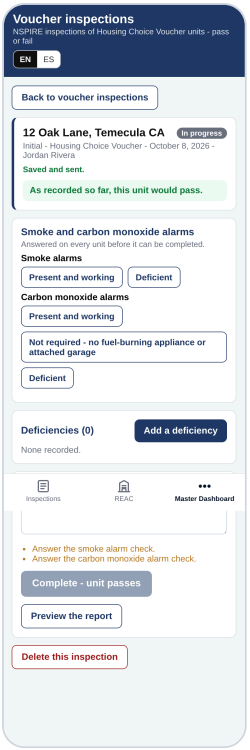
The start form asks for the unit's address, the unit or apartment, the program and the type of inspection. There is no field for the tenant's name - by design.



STEP 12

Fill it in

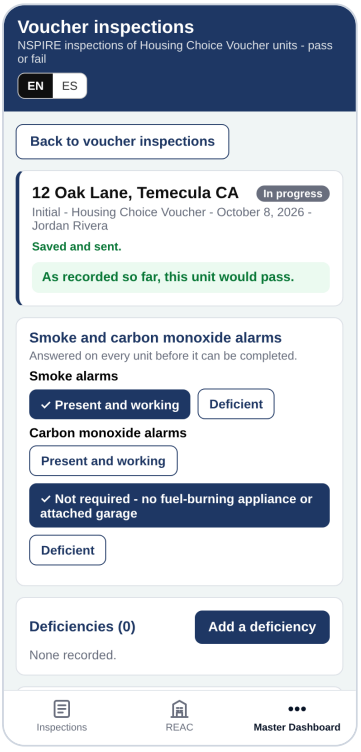
Type the street, city and state, and the unit. Choose the program (Housing Choice Voucher, Project-Based Voucher, Moderate Rehabilitation or other) and the type (initial, annual, biennial, special or complaint, or quality control). Tap Start the inspection.



STEP 13

The inspection screen

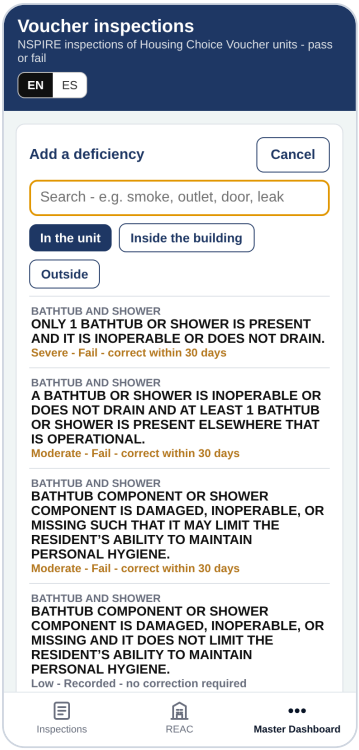
The top line always says what the unit would be if you completed it now. It is saved on the device as you go - you can work with no signal and it sends by itself later.



STEP 14

Smoke and carbon monoxide

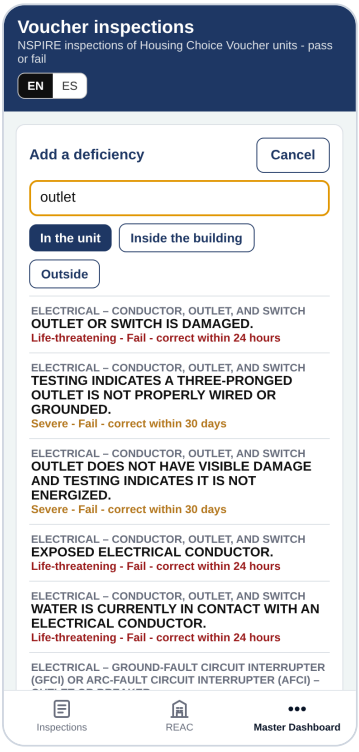
Answer both on every unit - the inspection cannot be completed until you do. Carbon monoxide can be Not required when there is no fuel-burning appliance or attached garage.



STEP 15

Add a deficiency

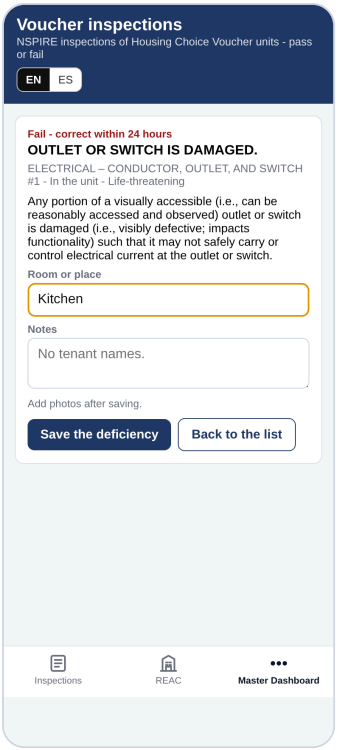
Tap Add a deficiency. Every deficiency comes from HUD's NSPIRE list, so the wording on the report is HUD's. The list is kept on the device after it first loads.



STEP 16

Search

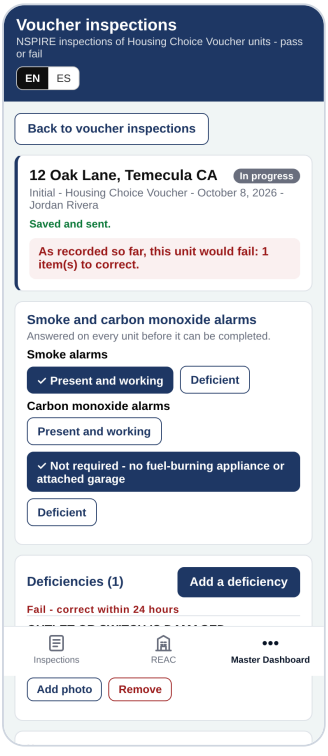
Type the way you would say it - outlet, smoke, door, leak. Each result shows HUD's severity and what it means for a voucher unit: fail with 24 hours, fail with 30 days, or recorded with no correction required.



STEP 17

Where it is

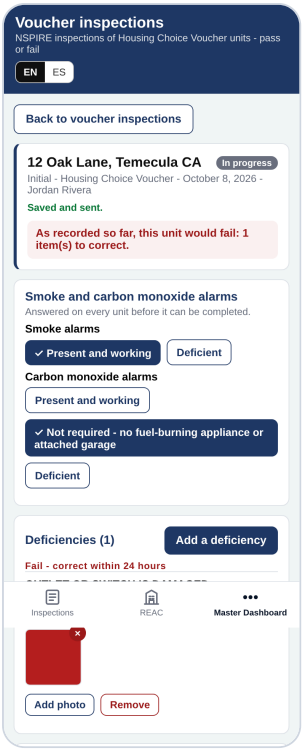
Tap the deficiency, type the room or place (Kitchen, Bedroom 2), and tap Save the deficiency.



STEP 18

It is on the list

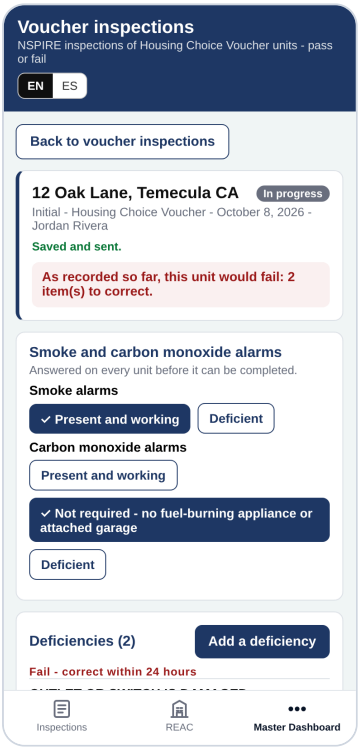
Recorded deficiencies are grouped by their correction deadline, so the most urgent sit at the top.



STEP 19

Add a photo

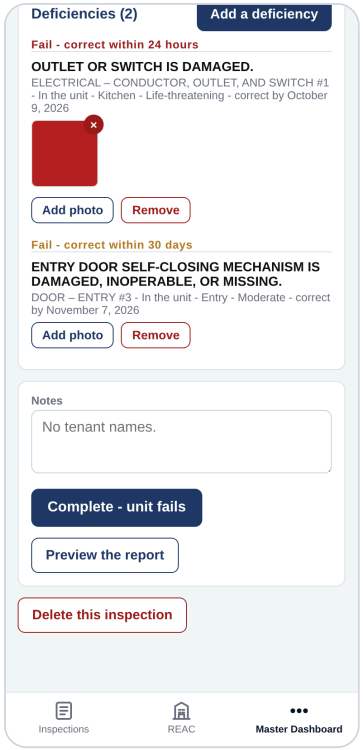
Tap Add photo on the deficiency to take one or pick one. Each photo stays with its deficiency on the report.



STEP 20

You know before you leave

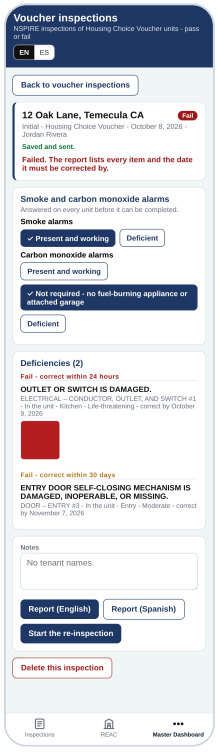
With failing items recorded, the top line says the unit would fail and how many items must be corrected.



STEP 21

Complete it

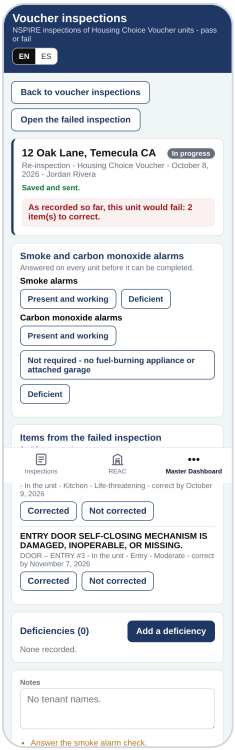
The button says what will happen: Complete - unit passes, or Complete - unit fails. Tap it when you are done.



STEP 22

The result and the dates

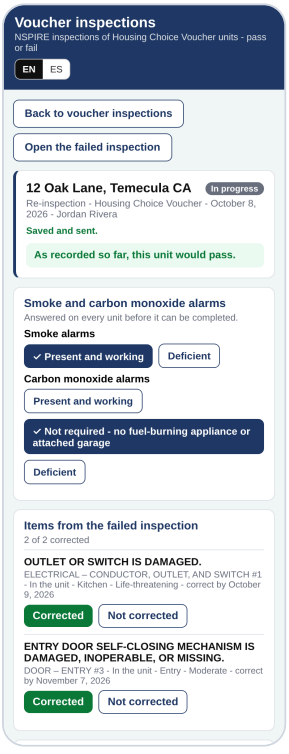
A failed unit gets a correct-by date on every item, counted from the inspection date: 24 hours for life-threatening, 30 days for severe and moderate. Report (English) and Report (Spanish) print the fail notice the owner needs.



STEP 23

The re-inspection

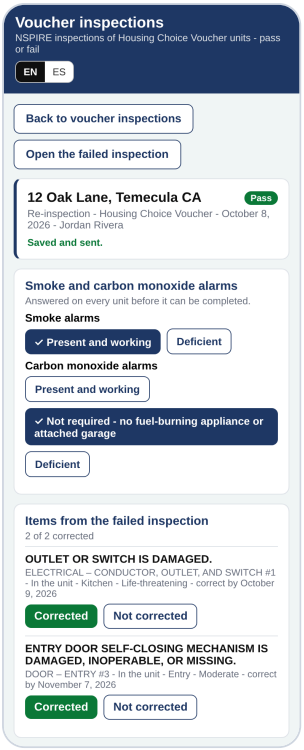
When you go back, open the failed inspection and tap Start the re-inspection. Every failed item comes with it under Items from the failed inspection.



STEP 24

Mark each one

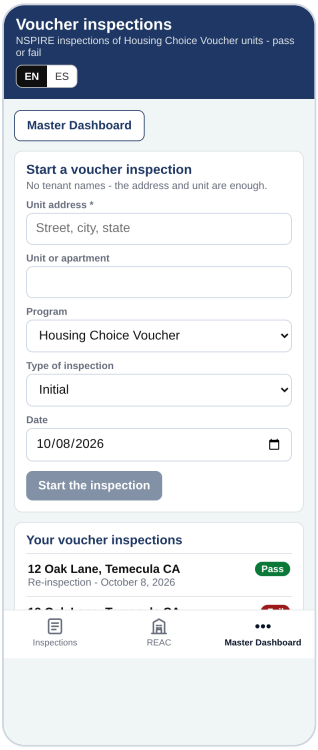
Tap Corrected or Not corrected on each item, answer smoke and carbon monoxide again, and record anything new.



STEP 25

It passes

With everything corrected, the button reads Complete - unit passes. The re-inspection prints its own report.

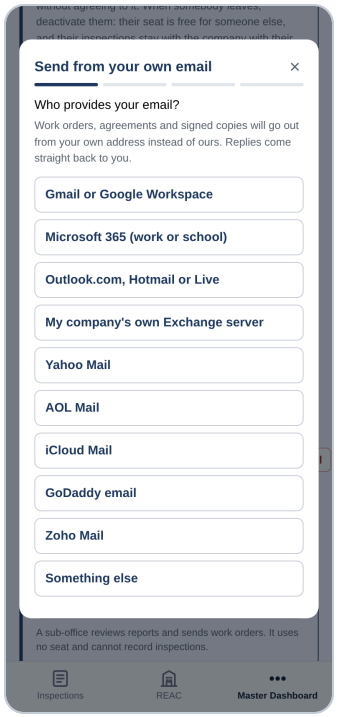


STEP 26

Your voucher inspections

Every voucher inspection is listed with its address, unit and result. Tap one to open it, print it again, or start its re-inspection.

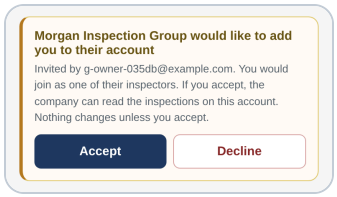
Part 3 - Your email and your team



STEP 27

Connect your email (one time)

Reports, letters, work orders and invitations go out from your own email address, so replies come back to you. This is separate from the email you sign in with, and you can use the same address. On the **Master Dashboard**, open **Your company**, then **Your own email**, and press **Set up my email**. Choose your provider - Gmail or Google Workspace, Microsoft 365, Outlook.com, Exchange, Yahoo Mail, AOL Mail, iCloud Mail, GoDaddy, Zoho or Something else - and follow the steps on the screen. Most providers need an app password; the screen has a button that opens the page that makes one. Press **Save and send a test**; when the test email arrives, you are done.



STEP 28

A company account: adding your inspectors

The person who runs a company account adds the inspectors, from the app in a web browser on a computer, tablet or phone: sign in with the company account and press **Add your inspectors** on the Master Dashboard. Connect your email first - invitations go out from it. Type the inspector's email and press **Invite inspector**; they do not need an account yet. Each waiting invitation shows when it was sent and when it expires (30 days), with **Resend** and **Cancel**. The inspector signs up with that same email, or signs in, and presses **Accept**, and you get an email when they join. From then on their inspections show up in the company account, with their name and license on every report.

Good to know

The front office account

Inspectors record on a seat account. The free front office account reads every inspection, prints the reports and sends failed items on, but does not record.

No signal

Start, record and complete inspections with no connection. Everything sends by itself when there is signal. The PDF report needs a connection, because the server builds it.

Keeping records

Housing agencies, owners and property managers often must keep inspection records for a set period. Check your program's rules before deleting an inspection - deleting removes it and its photos for good.

What the app does not collect

No Social Security numbers, no income, no resident names - an address and a unit only.

Questions? support@semperfiservicesolutions.com - 650-489-2592. Semper Fi Home Inspections is not affiliated with or endorsed by HUD.