Semper Fi Home Inspection App

User Guide

App version 2.9.184 (build 260) · November 2026

Every screen in this guide is the real app. The company, inspector, clients and properties shown are invented for the guide.

Semper Fi Home Inspections · Temecula, California

app.semperfiservicesolutions.com · Google Play

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CHAPTER 1

Getting the app

The app runs on Android phones and tablets, and in any web browser on an iPhone, iPad, Mac or PC. It is one account and one set of inspections wherever you open it - start a job on the phone, finish the report on the computer.

Android - install from Google Play

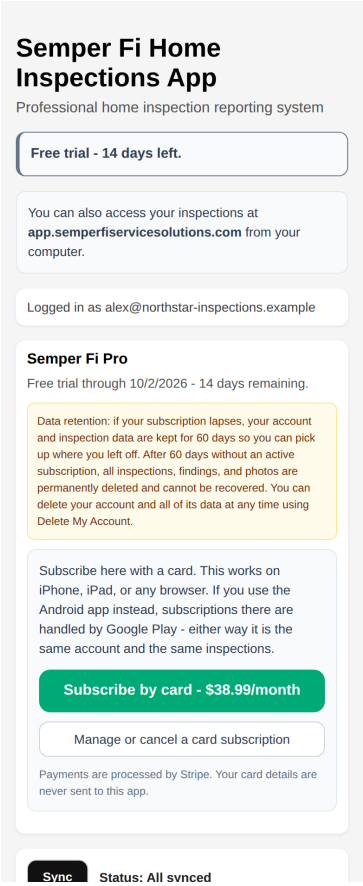
1. Open Google Play on the phone and search for **Semper Fi Home Inspection**, or open the link below.
2. Tap **Install**. The app is about 5 MB.
3. Open it and create your account (next chapter). The Android app is the one to use on site: it works with no signal and keeps a copy of every photograph in your phone's gallery under Pictures / Semper Fi Inspections.

→ Get it on Google Play
https://play.google.com/store/apps/details?id=com.semperfihomeinspection.app

iPhone, iPad, Mac or PC - use it in the browser

Go to **app.semperfiservicesolutions.com**. Nothing to install. On an iPhone or iPad you can add it to the Home Screen so it opens full screen and works offline like the Android app:

1. Open **app.semperfiservicesolutions.com** in Safari.
2. Tap the **Share** button - the square with an arrow pointing up.
3. Scroll down and tap **Add to Home Screen**.
4. Tap **Add**. It now opens from your Home Screen like any other app.



The in-app instructions for adding the app to an iPhone Home Screen (reached from the login screen).

→ Open the app in your browser
https://app.semperfiservicesolutions.com

→ Video: adding the app to an iPhone (English)
https://youtu.be/QxqIdDFskeM

→ Video: adding the app to an iPhone (Spanish)
https://youtu.be/nZOZRo5uUek

→ All walkthrough videos on YouTube
https://www.youtube.com/playlist?list=PLJrRhVC1CiUU

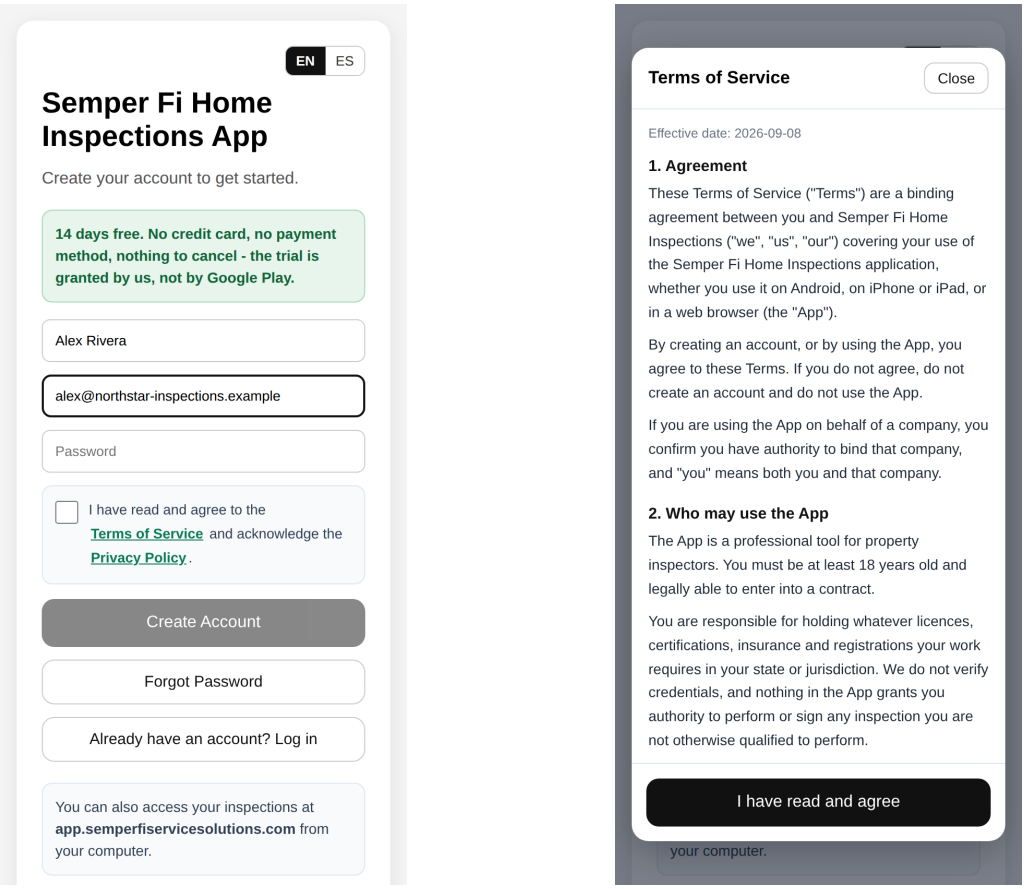
The app is available in English and Spanish. Tap **EN** or **ES** in the header at the top of the screen - it is there on Home, on Your Inspections, on the Master Dashboard, and on the sign-in screen before you have an account. The screen you are on changes language where it stands; it does not send you anywhere else. Home and commercial reports print in either language; the Texas, Florida and REAC forms print in English with a supplemental report in Spanish.

CHAPTER 2

Your account

Creating an account

1. On the login screen tap **Need an account? Sign up**.
2. Enter your full name, the email address you want to log in with, and a password. The email must be one you can receive mail at - it is how you reset a forgotten password.
3. Tap **Terms of Service** to read them inside the app. The button at the end of the text ticks the box for you. **Privacy Policy** opens our website in your browser.
4. Tick the box and tap **Create Account**.

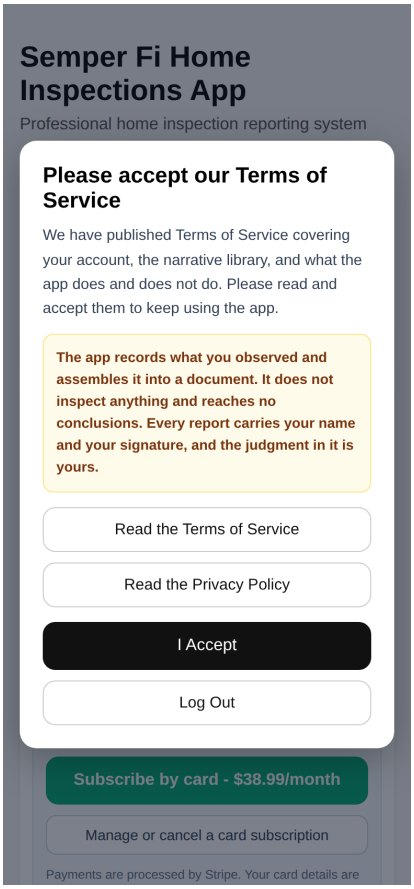


The sign-up form, and the Terms of Service opened from it.

The trial is 14 days, granted by us the moment the account is created. No card, no payment method, nothing to cancel. InterNACHI members get 30 days by entering their member number on the sign-up form (open the InterNACHI offer page first so the field appears).

First login

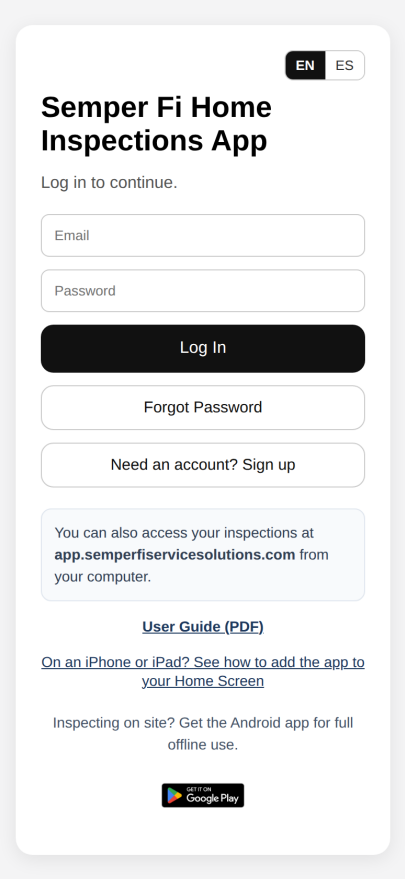
The first time you log in, the full Terms of Service appear over the screen. Read them and tap **IAccept**. This happens once per account (and again only if the terms are revised). The same screen offers **Read the Privacy Policy** and **Log Out**.



The acceptance screen on first login.

Logging in, and a forgotten password

Enter your email and password and tap **Log In**. If you have forgotten the password, tap **ForgotPassword**: a reset link is emailed to the address on the account. The link needs a connection and expires, so open it soon after it arrives.



The login screen. The language switch (EN / ES) is top right; the Google Play badge and the iPhone instructions are at the bottom.

Subscription, trial and what happens after

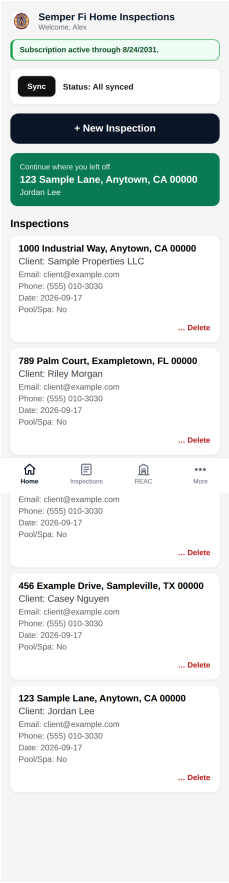
The home screen shows how many trial days remain. When the trial ends the app asks you to subscribe. The plans, per month: **Home inspection $38.99** (home, commercial, Texas TREC and both Florida forms); **REAC NSPIRE only $199.99**; **Home inspection + REAC NSPIRE $239.99**; **Property management only $149.99**; **Home inspection + property management $188.99**; **REAC NSPIRE + property management $249.99**; and **Everything $288.99**. Separate plans you can add to any of them: **Commercial PCA $59.99** per inspector, **HUD 203(k) Consultant $59.99**, **Wildfire Mitigation $29.99**, and **USDA Rural Development $199.99** ($99.99 added to Everything). On Android the subscription is handled by Google Play; on iPhone, iPad, Mac or PC tap **Subscribe by card** on the home screen and pay through Stripe - your card details never touch this app. Either way it is the same account and the same inspections. Only the home inspection plan has the free trial; the others start the day you subscribe. Work orders (Chapter 15) are included in every plan.

Data retention. If your subscription lapses, your account and inspection data are kept for 60 days so you can pick up where you left off. After 60 days without an active subscription, all inspections, findings and photos are permanently deleted. You can delete your account and all of its data at any time with **Delete My Account** on the home screen - the app asks you to confirm, and warns that it is permanent.

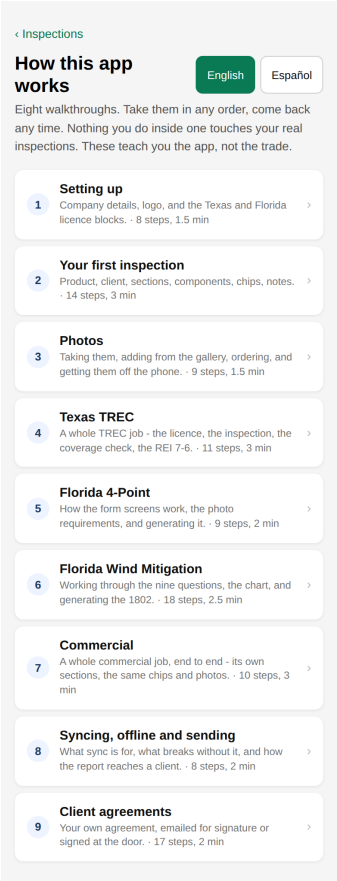
CHAPTER 3

The home screen

Everything starts here. From top to bottom: **Trial / subscription card** - days remaining, the subscribe button, and the data-retention notice. **Sync** - sends everything recorded on this device to the server and pulls down what changed elsewhere. Status tells you whether anything is still waiting. Chapter 14 explains why this matters before you generate a document. **New Inspection** - opens the form for a new job (Chapter 5). **Company Profile** - your letterhead, logo, licenses and client agreements (Chapter 4). **Narrative Library** - the written observations the app offers you as chips (Chapter 7). **REAC NSPIRE** - the pre-REAC module (Chapter 13). Marked ADD-ON until the plan is on the account. **How this app works** - nine guided walkthroughs inside the app, in both languages, with simulated screens you can tap. **Log Out** and **Delete My Account**. **Saved Inspections** - every job on the account, newest first. A green Continue where you left off card appears above it once you have started one.



The home screen of a new account.



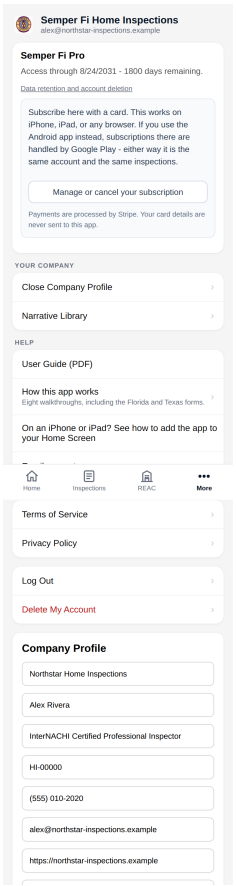
The nine in-app walkthroughs. Nothing you do inside one touches your real inspections.

CHAPTER 4

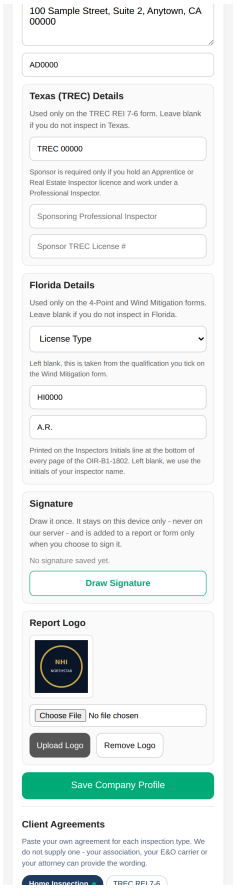
Company profile, logo and licenses

Everything you type here prints at the top of every report you ever send. Fill it in once, before your first job.

1. Tap **More** at the bottom right, then **Company Profile**.
2. **Company Name, Inspector Name, Inspector Certification, License, Phone, Email,Website** - this is the letterhead a client reads before they read a word of the report.
3. **Mailing address** and **REAC inspector ID** print on the REAC report cover only.
4. **Texas (TREC) Details** - your TREC license number, and your sponsor's name and license if you hold an Apprentice or Real Estate Inspector license. Used only on the REI 7-6. Leave blank if you do not inspect in Texas.
5. **Florida Details** - license type, license number and your initials. Used only on the 4-Point and Wind Mitigation forms. Leave blank if you do not inspect in Florida.
6. **Logo** - tap **Choose file**, pick your logo (PNG or JPEG), then tap **Upload Logo**. It prints on the report cover.
7. Tap **Save Company Profile**. The panel closes and Company profile saved appears.



The profile filled in for the invented company used throughout this guide.



Further down the same panel: the Texas and Florida license blocks.

The Texas and Florida blocks are attestations. The app fills in what you typed; it never decides whether you are qualified to sign a state form.

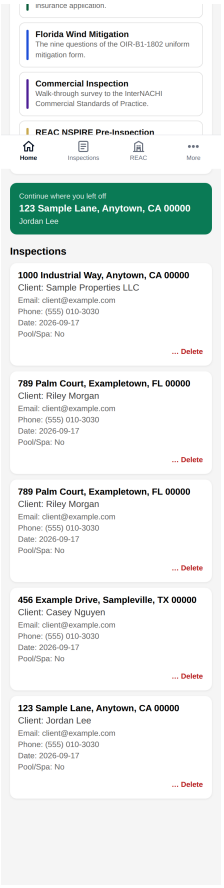
CHAPTER 5

A home inspection, step by step

This chapter follows one job from the New Inspection form to the finished PDF. Every other inspection type uses the same screens with a different section list, so read this one first.

1. Create the inspection

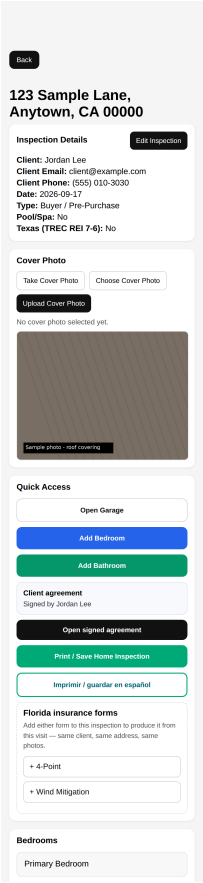
1. Tap **New Inspection** on the home screen.
2. Under **What are you inspecting?** pick the product - here, **Home Inspection**. The choice decides the section list, the checklist and which documents the job can produce. It can be changed later.
3. Client name, email and phone; the property address; optionally the client's current address, inspection time and fee.
4. **Inspection Date** is required. **Type of Inspection** (Buyer / Pre-Purchase, Pre-Listing, and so on) prints on the cover. Tick **Has Pool / Spa** to add that section.
5. Tap **Save Inspection**. The job is saved on the device immediately - no signal needed - and the inspection screen opens.



The New Inspection form, filled in.

2. The inspection screen

The top card shows the details (tap **Edit Inspection** to change them). Below it: the **CoverPhoto** (take one, choose one from the gallery, or upload a file - then tap **Upload CoverPhoto**); **Quick Access** with the buttons you use most; then the sections grouped as Exterior /Structure, Interior Living Areas, Systems / Utility Areas, and the Bedrooms and Bathrooms you add.

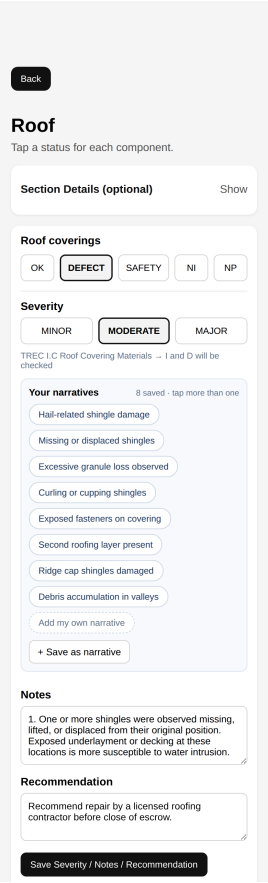


The inspection screen just after saving. The yellow line says one change has not reached the server yet.

Add Bedroom and **Add Bathroom** ask for a name ("Primary Bedroom", "Hall Bathroom") and add a room with its own component list. Add as many as the house has.

3. Work a section

1. Tap a section -**Roof**, say. Each component in it has five statuses: **OK**, **DEFECT**, **SAFETY**, **NI** (not inspected) and **NP** (not present). Tap one for every component. Every tap saves on the device as you go.
2. **Section Details (optional)** at the top holds section-level fields (materials, viewed from, and so on) that print above the components.

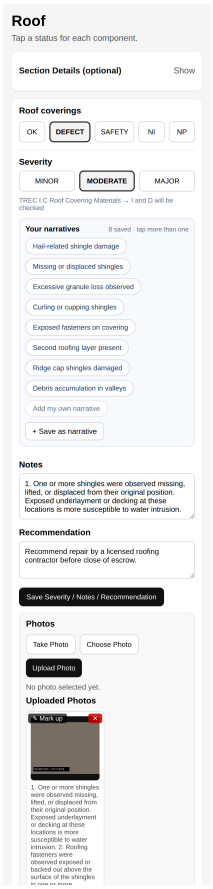


The Roof section before anything is marked.

4. Record a defect

Tap **DEFECT** (or **SAFETY**) and the finding panel opens under the component:

1. **Severity** - MINOR, MODERATE or MAJOR.
2. **Your narratives** - the library's written observations for this component, as chips. Tap one or more; each drops its text into **Notes** and its recommendation into **Recommendation**. **Add my own narrative** saves a new one for next time.
3. Type anything else in **Notes** and **Recommendation**, then tap **Save Severity / Notes /Recommendation**.
4. **Photos** -**Take Photo** opens the camera, **Choose Photo** opens the gallery. Then tap **Upload Photo**. The photograph prints beside this finding. Chapter 6 covers markup and ordering.
5. On a TREC job the grey line under the severity ("TREC I.C Roof Covering Materials → I and D will be checked") tells you which box on the state form this component fills.



A MODERATE defect on the roof covering: two narrative chips selected, notes and recommendation filled, and a photograph uploaded.

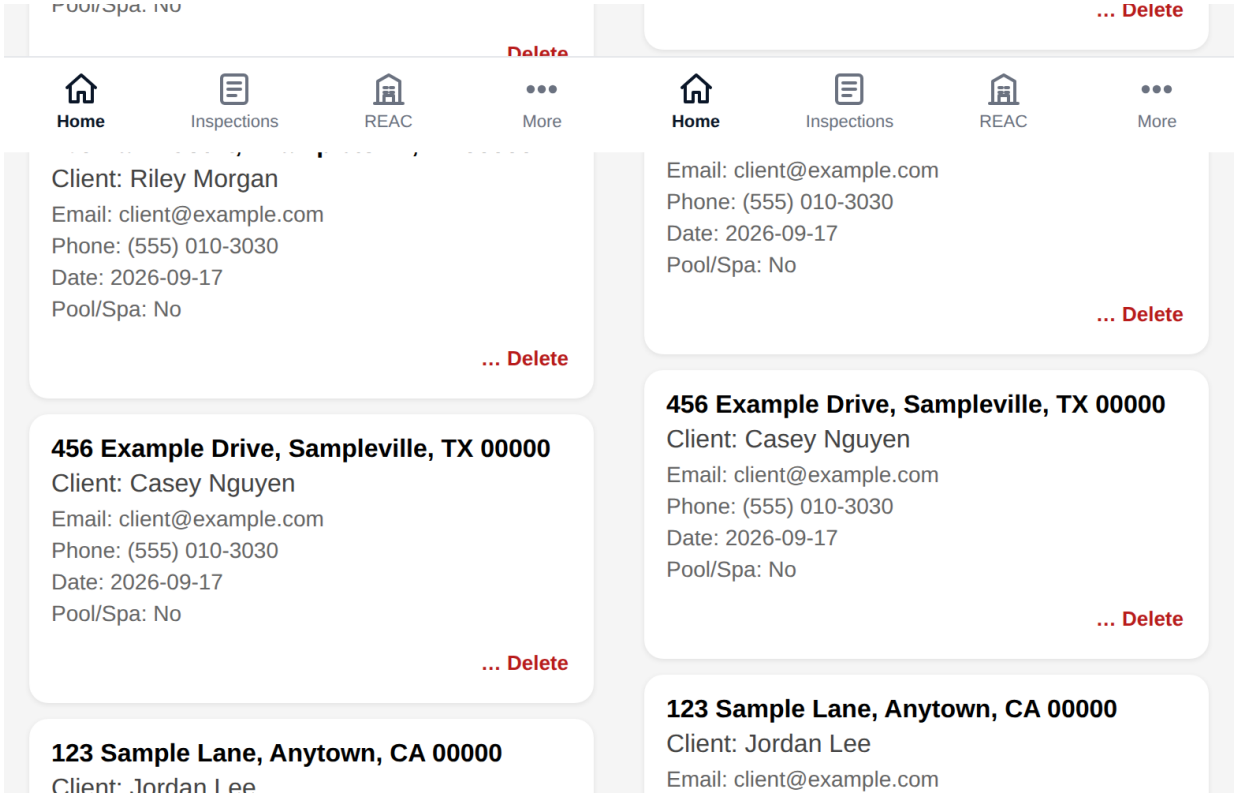
A SAFETY finding in a bedroom, recorded the same way.

Tap **Back** to return to the inspection screen and open the next section. The section list does not have to be done in order.

5. Sync, then generate the report

Reports are built on the server from what it has received. Anything still waiting on the device prints blank - no error, just a report missing the last hour. So:

1. With a signal, tap **Sync** on the home screen and wait for Status: All synced. The yellow "Not synced yet" line on the inspection screen disappears.
2. Open the inspection and tap **Print / Save Home Inspection**. If you have a saved signature you can sign the report; otherwise tap **Generate Without Signing**.
3. The PDF downloads (on Android it opens in your viewer and lands in Downloads). **Imprimir/ guardar en español** produces the Spanish version of the same report.



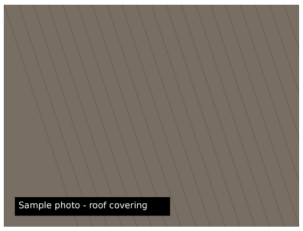
Before and after Sync: 19 items waiting, then All synced.

Northstar Home Inspections

Alex Rivera
InterNACHI Certified Professional Inspector
HI-00000
Phone: (555) 010-2020
Email: alex@northstar-inspections.example
https://northstar-inspections.example

Home Inspection Report

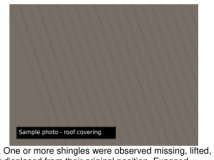
Client: Jordan Lee
Client Email: client@example.com
Client Phone: (555) 010-3030
Property: 123 Sample Lane, Anytown, CA 00000
Date: 2026-09-17
Type of Inspection: Buyer / **Pre-Purchase**



Roof

Roof coverings

Status: Defect
Severity: Moderate
Notes: 1. One or more shingles were observed missing, lifted, or displaced from their original position. Exposed underlayment or decking at these locations is more susceptible to water intrusion.
2. Roofing fasteners were observed exposed or backed out above the surface of the shingles in one or more locations. Exposed fasteners can create a path for water intrusion.
Several shingles missing on the south slope near the ridge. Underlayment exposed.
Recommendation: Recommend repair by a licensed roofing contractor before close of escrow.



1. One or more shingles were observed missing, lifted, or displaced from their original position. Exposed underlayment or decking at these locations is more susceptible to water intrusion.
2. Roofing fasteners were observed exposed or backed out above the surface of the shingles in one or more locations. Exposed fasteners can create a path for water intrusion.
Several shingles missing on the south slope near the ridge. Underlayment exposed.

Flashings

Status: Ok

Penetrations

Status: Ok

Gutters

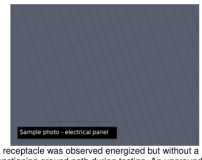
Status: Ok

The generated report: cover with letterhead, cover photo and client details; then each section with its findings, notes, recommendations and photographs.

Recámara

Contactos / apagadores

Estado: Riesgo de seguridad
Gravedad: Mayor
Defecto material
Notas [sin traducir]: A receptacle was observed energized but without a functioning ground path during testing. An ungrounded, energized receptacle is a shock hazard where connected equipment relies on the ground path for protection.
Outlet next to the window shows open ground on the tester.
Recomendación: Haga que un electricista certificado evalúe y corrija el problema.



A receptacle was observed energized but without a functioning ground path during testing. An ungrounded, energized receptacle is a shock hazard where connected equipment relies on the ground path for protection.
Outlet next to the window shows open ground on the tester.

Muros / plafon

Estado: Correcto

Pisos

Estado: Correcto

Puertas

Estado: Correcto

Northstar Home Inspections

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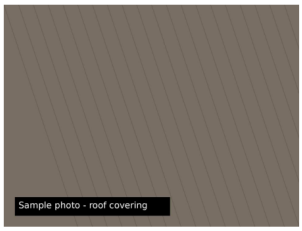
Reporte de inspección de vivienda

Cliente: Jordan Lee
Correo del cliente: client@example.com
Teléfono del cliente: (555) 010-3030
Inmueble: 123 Sample Lane, Anytown, CA 00000
Fecha: 2026-09-17
Tipo de inspección: Buyer / Pre-Purchase

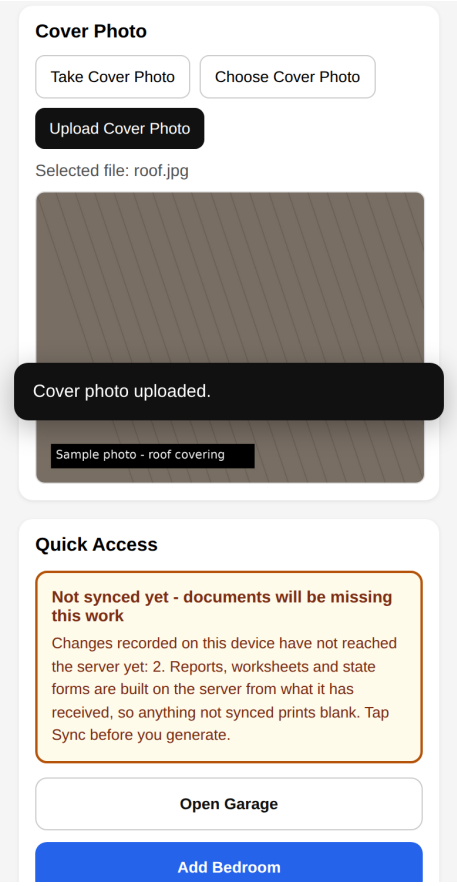


The same job printed with Imprimir / guardar en español.

CHAPTER 6

Photographs

Where they go. Every finding, the cover, each Florida photo set and each REAC deficiency has its own photo controls. A photograph belongs to the thing it was taken under and prints beside it. **Take Photo** opens the camera; **Choose Photo** opens the gallery; on a computer, **UploadPhoto** lets you pick a file. iPhone HEIC files are accepted. **Markup.** After a photo is added, tap it to draw arrows and circles and add a note; the marked-up copy is what prints. **Order.** Photographs print in the order shown under the finding; use the arrows to reorder. **Remove** takes one off the finding. **No signal.** Photographs are stored on the device and go up on the next sync. On Android a copy is also written to the phone gallery under Pictures / Semper Fi Inspections, so nothing is lost if the app is uninstalled. **Storage full.** The app refuses the photo and tells you, rather than deleting anything.



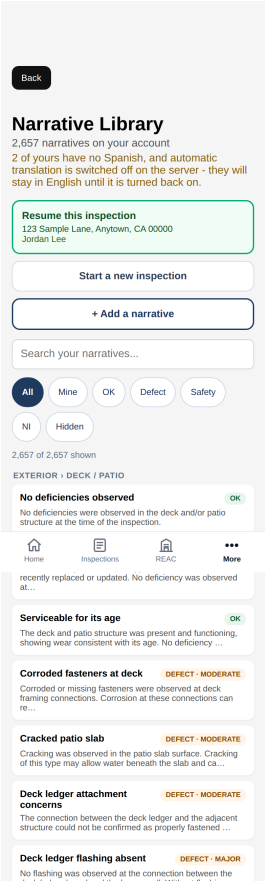
The cover photo block on the inspection screen.

CHAPTER 7

The narrative library

The app ships with 2,657 written observations covering every section and component, in English and Spanish. They appear as chips on every finding panel, filtered to the component you are on. You never have to use them - and anything you write yourself is saved and offered next time.

1. Tap **Narrative Library** on the home screen. Filter by **All**, **Mine**, status (OK / Defect / Safety / NI) or **Hidden**.
2. **+ Add a narrative**: choose the section, component, status and severity, give it a short chip label, write the observation (goes in Notes) and the recommendation, and tap **Save tolibrary**.
3. Open any narrative to edit it, **hide** it so it stops appearing as a chip (reports that already used it are unchanged), or **delete** one of your own.



The library, with the filters and the first entries.

The library is cached on the device, so the chips work with no signal. Edits made offline are sent on the next sync.

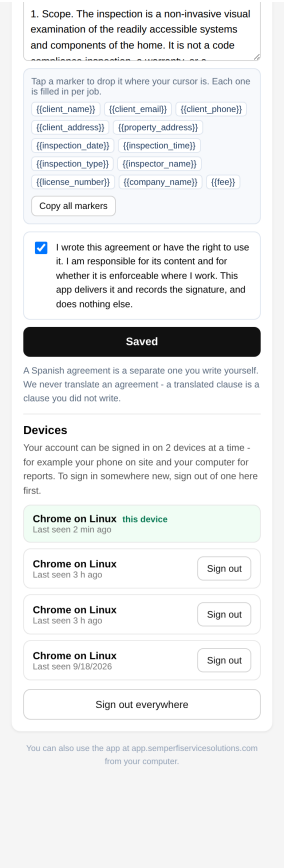
CHAPTER 8

Client agreements

You paste your own agreement wording once - one per inspection type, and a separate Spanish one if you want it. We supply no template and never edit or translate what you wrote. The app delivers it, records the signature, and emails the signed PDF to both of you.

Set up the wording

1. Open **Company Profile** and scroll to **Client Agreements**. Pick the inspection type and **English version** or **Spanish version**.
2. Type a **Document title** and paste the **Agreement wording**.
3. Tap a **marker** to drop it where the cursor is: {{client_name}}, {{property_address}}, {{inspection_date}}, {{fee}}, {{company_name}}, {{inspector_name}}, {{license_number}} and so on. Each is filled in per job.
4. Tick **I wrote this agreement or have the right to use it** and tap **Save agreement**.

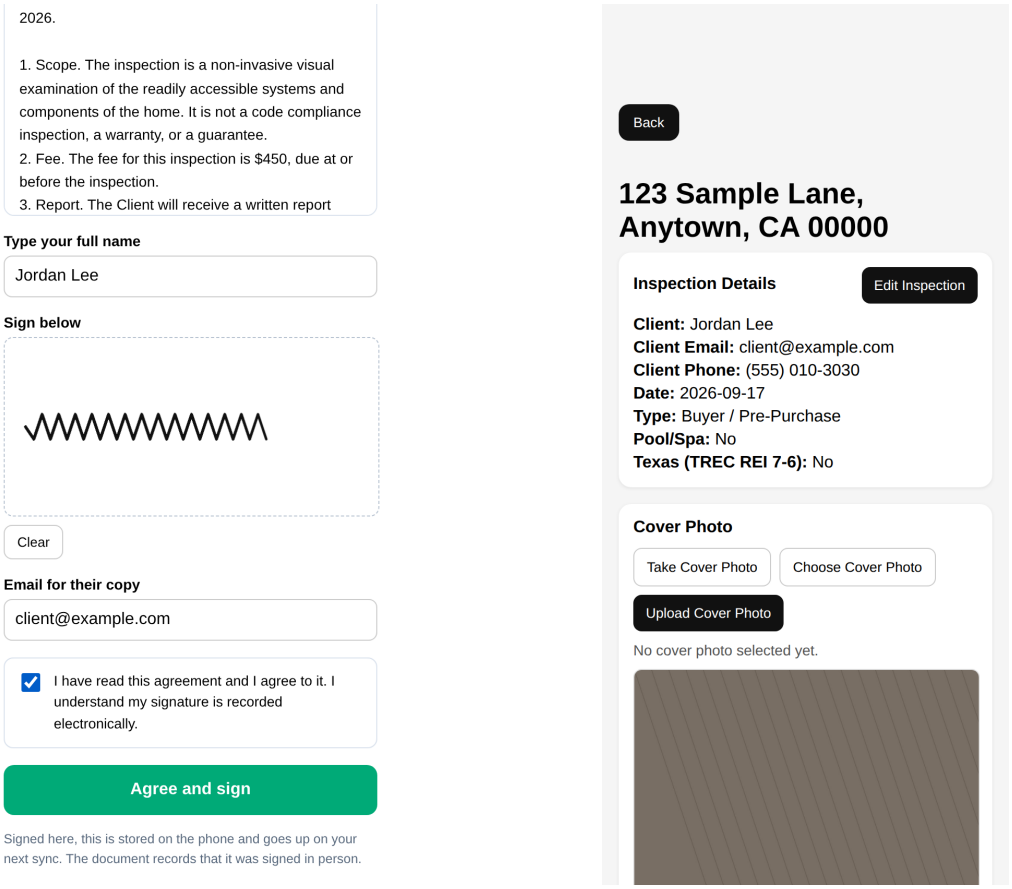


The agreements editor with sample wording and the marker chips.

Send it, or sign at the door

On the inspection screen, under Quick Access: **Email the agreement** sends the client a link to read and sign on their own phone (sync the inspection first). **Sign at the door** opens the agreement on your phone - hand it to the client, they type their name, sign with a finger, tick

the acknowledgement and tap **Agree and sign**. That works with no signal; the signature goes up on your next sync and the signed PDF is emailed to both of you.

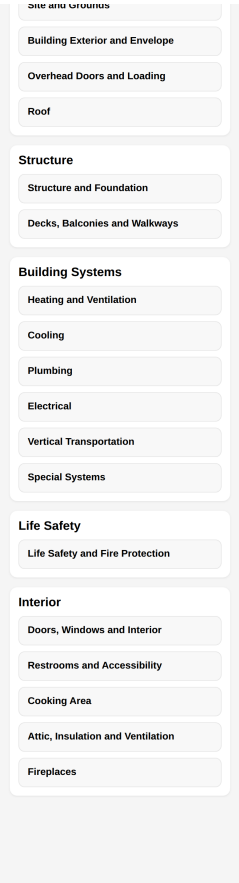


Sign at the door: the agreement with the job's details filled in, then signed by the client.

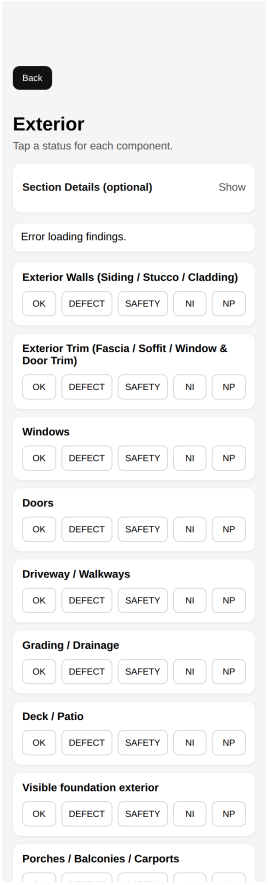
CHAPTER 9

Commercial inspection

Pick **Commercial** on the New Inspection form. It runs exactly like a home inspection - statuses, severity, narratives, notes, photographs, sync, report - with its own section list following the InterNACHI-CCPIA Commercial Standards of Practice: Site and Grounds, Building Exterior and Envelope, Overhead Doors and Loading, Roof, Structure and Foundation, Decks / Balconies /Walkways, Heating and Ventilation, Cooling, Plumbing, Electrical, Vertical Transportation, Special Systems, Life Safety and Fire Protection, Doors / Windows / Interior, Restrooms and Accessibility, Cooking Area, Attic / Insulation / Ventilation, Fireplaces.



A commercial job: the section groups Site / Exterior, Structure, Building Systems, Life Safety and Interior.



The commercial Roof section has its own components.

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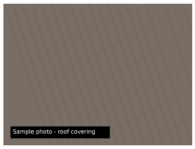
HI-00000
Phone: (555) 010-2020
Email: alex@northstar-inspections.example
https://northstar-inspections.example

Commercial Property Inspection Report

Client: Sample Properties LLC
Client Email: client@example.com
Client Phone: (555) 010-3030
Property: 1000 Industrial Way, Anytown, CA 00000
Date: 2026-09-17
Type of Inspection: Buyer / **Pre-Purchase**

Roof

Roof covering
Status: Defect
Severity: Major
Recommendation: Have a commercial roofing contractor evaluate and price repairs before purchase.



Exposed membrane
Status: Ok

Slopes and drainage design
Status: Ok

Ponding
Status: Ok

Roof drains and scuppers
Status: Ok

Overflow drains
Status: Ok

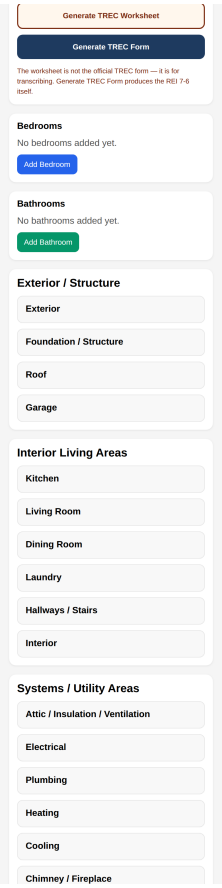
Print / Save Commercial Report produces the commercial report.

CHAPTER 10

Texas TREC (REI 7-6)

Pick **Texas TREC** on the New Inspection form (or tick Texas (TREC REI 7-6) on a home inspection). You get the full home inspection plus two extra documents: the **TREC Worksheet** and the promulgated **REI 7-6** form, which fills itself in from what you mark - each component's grey line tells you which TREC item it feeds.

1. Make sure your TREC license (and sponsor, if any) is in Company Profile. It prints on the form.
2. Work the sections as in Chapter 5.
3. Sync, then tap **Generate TREC Form**. The app first runs a **coverage check**: it lists every TREC item with nothing recorded and offers **Go fix it** for each. Nothing is generated until you choose to.
4. **Generate TREC Worksheet** gives you the item-by-item worksheet; **Generate TRECForm** gives you the REI 7-6 itself.



The coverage check: 1 of 41 items answered on this sample job, and the list of what is missing.

PROPERTY INSPECTION REPORT FORM

Casey Nguyen *Name of Client*	September 17, 2026 *Date of Inspection*
456 Example Drive, Sampleville, TX 00000 *Address of Inspected Property*	
Alex Rivera *Name of Inspector*	TREC 00000 *TREC License #*
Name of Sponsor (if applicable)	*TREC License #*

PURPOSE OF INSPECTION

A real estate inspection is a visual survey of a structure and a basic performance evaluation of the systems and components of a building. It provides information regarding the general condition of a residence at the time the inspection was conducted. *It is important* that you carefully read ALL of this information. Ask the inspector to clarify any items or comments that are unclear.

RESPONSIBILTY OF THE INSPECTOR

This inspection is governed by the Texas Real Estate Commission (TREC) Standards of Practice (SOPs), which dictates the minimum requirements for a real estate inspection.

The inspector IS required to:

- use this Property Inspection Report form for the inspection;
- inspect only those components and conditions that are present, visible, and accessible at the time of the inspection;
- indicate whether each item was inspected, not inspected, or not present;
- indicate an item as Deficient (D) if a condition exists that adversely and materially affects the performance of a system or component **OR** constitutes a hazard to life, limb or property as specified by the SOPs; and
- explain the inspector's findings in the corresponding section in the body of the report form.

The inspector IS NOT required to:

- identify all potential hazards;
- turn on decommissioned equipment, systems, utilities, or apply an open flame or light a pilot to operate any appliance;
- climb over obstacles, move furnishings or stored items;
- prioritize or emphasize the importance of one deficiency over another;
- provide follow-up services to verify that proper repairs have been made; or
- inspect system or component listed under the optional section of the SOPs (22 TAC 535.233).

RESPONSIBILTY OF THE CLIENT

While items identified as Deficient (D) in an inspection report DO NOT obligate any party to make repairs or take other actions, in the event that any further evaluations are needed, it is the responsibility of the client to obtain further evaluations and/or cost estimates from qualified service professionals regarding any items reported as Deficient (D). It is recommended that any further evaluations and/or cost estimates take place prior to the expiration of any contractual time limitations, such as option periods.

Please Note: Evaluations performed by service professionals in response to items reported as Deficient (D) on the report may lead to the discovery of additional deficiencies that were not present, visible, or accessible at the time of the inspection. Any repairs made after the date of the inspection may render information contained in this report obsolete or invalid.

REPORT LIMITATIONS

This report is provided for the benefit of the named client and is based on observations made by the named inspector on the date the inspection was performed (indicated above).

ONLY those items specifically noted as being inspected on the report were inspected.

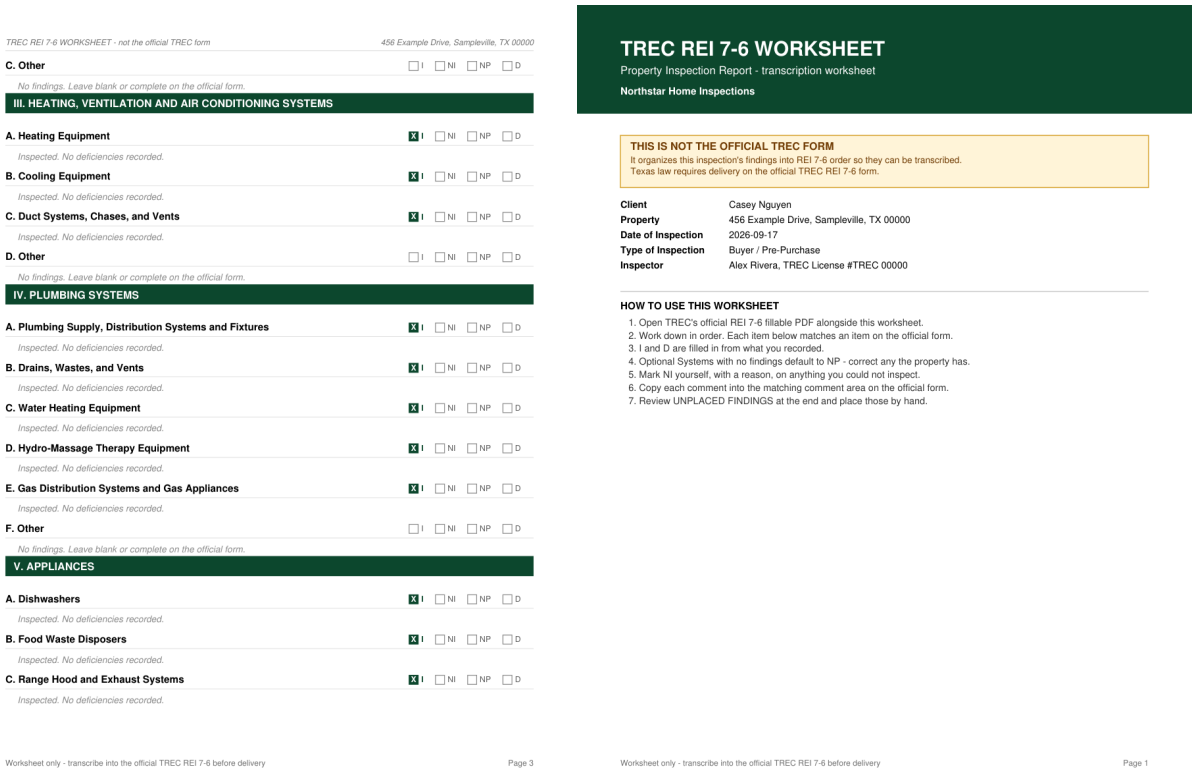
This inspection IS NOT:

- a technically exhaustive inspection of the structure, its systems, or its components and may not reveal all deficiencies;
- an inspection to verify compliance with any building codes;
- an inspection to verify compliance with manufacturer's installation instructions for any system or component and DOES NOT imply insurability or warrantability of the structure or its components.

I=Inspected NI=Not Inspected NP=Not Present D=Deficient

I	NI	NP	D	
				I. STRUCTURAL SYSTEMS
☐	☐	☐	☐	**A. Foundations** *Type of Foundation(s):* *Comments:*
☐	☐	☐	☐	**B. Grading and Drainage** *Comments:*
☒	☐	☐	☒	**C. Roof Covering Materials** *Types of Roof Covering:* *Viewed From:* *Comments:* Roof coverings (DEFECT): One or more shingles were observed missing, lifted, or displaced from their original position. Exposed underlayment or decking at these locations is more susceptible to water intrusion. Recommendation: Have a licensed roofing contractor replace the affected shingles.
☐	☐	☐	☐	**D. Roof Structures and Attics** *Viewed From:* *Approximate Average Depth of Insulation:* *Comments:*
☐	☐	☐	☐	**E. Walls (Interior and Exterior)** *Comments:*
☐	☐	☐	☐	**F. Ceilings and Floors** *Comments:*
☐	☐	☐	☐	**G. Doors (Interior and Exterior)** *Comments:*
☐	☐	☐	☐	**H. Windows** *Comments:*
☐	☐	☐	☐	**I. Stairways (Interior and Exterior)** *Comments:*
☐	☐	☐	☐	**J. Fireplaces and Chimneys** *Comments:*
☐	☐	☐	☐	**K. Porches, Balconies, Decks, and Carports** *Comments:*
☐	☐	☐	☐	**L. Other** *Comments:*
				II. ELECTRICAL SYSTEMS
☐	☐	☐	☐	**A. Service Entrance and Panels** *Comments:*

The REI 7-6: page 1 with the property, client and inspector, and page 3 with I.C Roof Covering Materials marked Inspected and Deficient from the roof finding.



TREC REI 7-6 WORKSHEET - not the official TREC form 456 Example Drive, Sampleville, TX 00000

C. Other ☐ I ☐ NI ☐ NP ☐ D

No findings. Leave blank or complete on the official form.

III. HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS

A. Heating Equipment ☒ I ☐ NI ☐ NP ☐ D

Inspected. No deficiencies recorded.

B. Cooling Equipment ☒ I ☐ NI ☐ NP ☐ D

Inspected. No deficiencies recorded.

C. Duct Systems, Chases, and Vents ☒ I ☐ NI ☐ NP ☐ D

Inspected. No deficiencies recorded.

D. Other ☐ I ☐ NI ☐ NP ☐ D

No findings. Leave blank or complete on the official form.

IV. PLUMBING SYSTEMS

A. Plumbing Supply, Distribution Systems and Fixtures ☒ I ☐ NI ☐ NP ☐ D

Inspected. No deficiencies recorded.

B. Drains, Wastes, and Vents ☒ I ☐ NI ☐ NP ☐ D

Inspected. No deficiencies recorded.

C. Water Heating Equipment ☒ I ☐ NI ☐ NP ☐ D

Inspected. No deficiencies recorded.

D. Hydro-Massage Therapy Equipment ☒ I ☐ NI ☐ NP ☐ D

Inspected. No deficiencies recorded.

E. Gas Distribution Systems and Gas Appliances ☒ I ☐ NI ☐ NP ☐ D

Inspected. No deficiencies recorded.

F. Other ☐ I ☐ NI ☐ NP ☐ D

No findings. Leave blank or complete on the official form.

V. APPLIANCES

A. Dishwashers ☒ I ☐ NI ☐ NP ☐ D

Inspected. No deficiencies recorded.

B. Food Waste Disposers ☒ I ☐ NI ☐ NP ☐ D

Inspected. No deficiencies recorded.

C. Range Hood and Exhaust Systems ☒ I ☐ NI ☐ NP ☐ D

Inspected. No deficiencies recorded.

Worksheet only - transcribe into the official TREC REI 7-6 before delivery Page 3

TREC REI 7-6 WORKSHEET

Property Inspection Report - transcription worksheet

Northstar Home Inspections

THIS IS NOT THE OFFICIAL TREC FORM

It organizes this inspection's findings into REI 7-6 order so they can be transcribed.
Texas law requires delivery on the official TREC REI 7-6 form.

Client	Casey Nguyen
Property	456 Example Drive, Sampleville, TX 00000
Date of Inspection	2026-09-17
Type of Inspection	Buyer / Pre-Purchase
Inspector	Alex Rivera, TREC License #TREC 00000

HOW TO USE THIS WORKSHEET

1. Open TREC's official REI 7-6 fillable PDF alongside this worksheet.
2. Work down in order. Each item below matches an item on the official form.
3. I and D are filled in from what you recorded.
4. Optional Systems with no findings default to NP - correct any the property has.
5. Mark NI yourself, with a reason, on anything you could not inspect.
6. Copy each comment into the matching comment area on the official form.
7. Review UNPLACED FINDINGS at the end and place those by hand.

Worksheet only - transcribe into the official TREC REI 7-6 before delivery Page 1

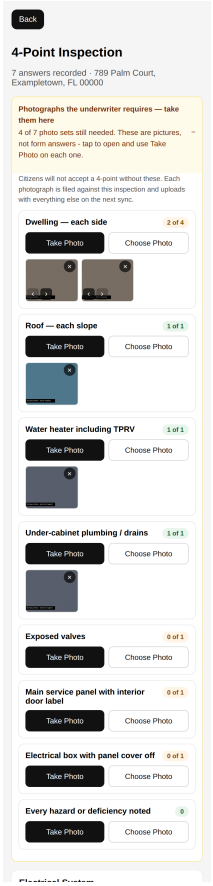
The TREC worksheet.

CHAPTER 11

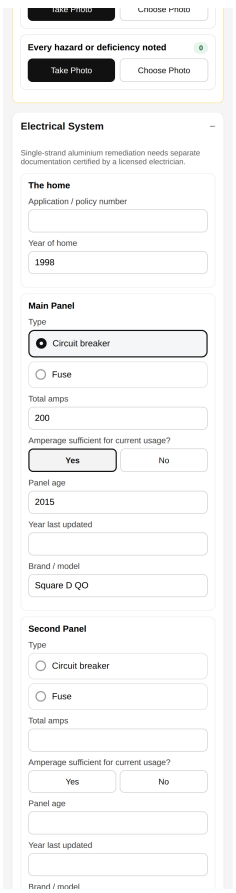
Florida 4-Point

Pick **Florida 4-Point** on the New Inspection form, or add the form to an existing home inspection with **+ 4-Point** under Florida insurance forms - same client, same address, same photos. The inspection screen shows where each form section's answers live, and two buttons: **Open 4-Point Questions** and **Generate 4-Point Form**.

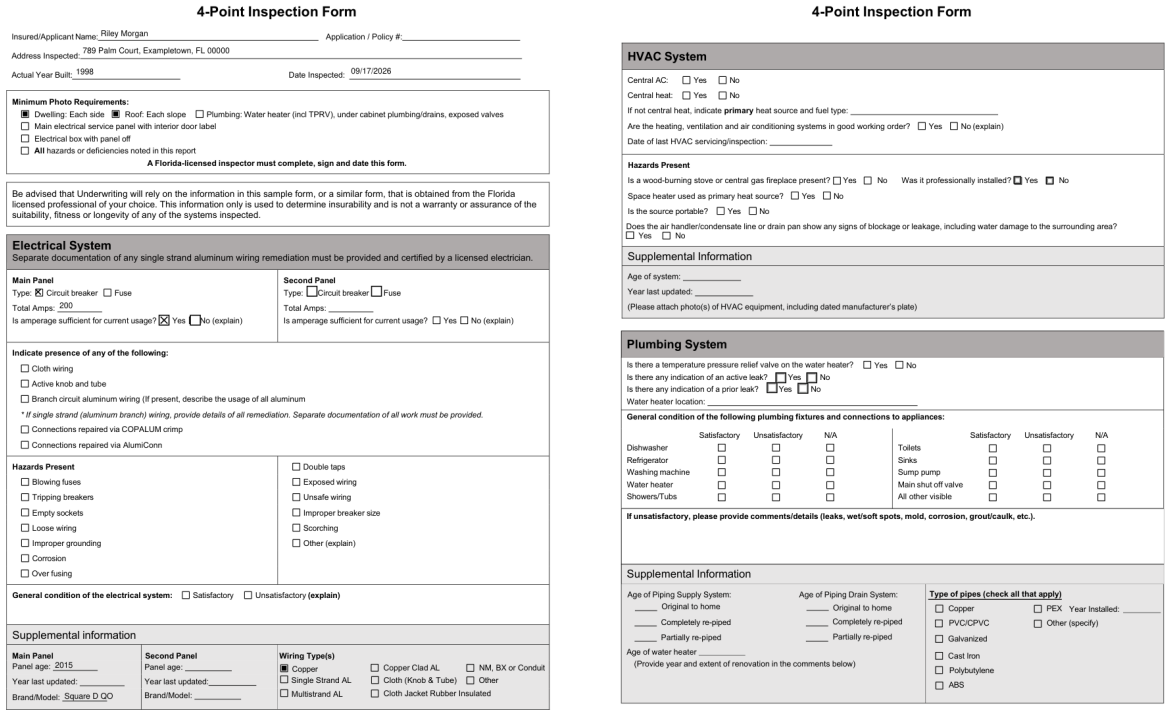
1. Tap **Open 4-Point Questions**. The top block is **Photographs the underwriter requires** - seven photo sets (dwelling each side, roof each slope, water heater with TPRV, under-cabinet plumbing, exposed valves, main panel with door label, panel with cover off, plus every hazard). These are pictures, not answers: tap **Take Photo** on each.
2. Then the four systems -**Electrical**, **HVAC**, **Plumbing**, **Roof** - as tap-to-answer fields: panel type, amps, wiring types, hazards present, and so on. Every answer saves as you go, with no signal needed.
3. Sync, then tap **Generate 4-Point Form**. If photo sets are still missing the app tells you how many before it generates.



The 4-Point questions screen: the required photo sets, then the Electrical System.



Answering the electrical block - tap the option that matches what you found.



4-Point Inspection Form

Insured/Applicant Name: Riley Morgan Application / Policy #: _____

Address Inspected: 789 Palm Court, Exampletown, FL 00000

Actual Year Built: 1998 Date Inspected: 09/17/2026

Minimum Photo Requirements:

- ☑ Dwelling: Each side ☑ Roof: Each slope ☐ Plumbing: Water heater (incl TPRV), under cabinet plumbing/drains, exposed valves
- ☐ Main electrical service panel with interior door label
- ☐ Electrical box with panel off
- ☐ **All** hazards or deficiencies noted in this report

A Florida-licensed inspector must complete, sign and date this form.

Be advised that Underwriting will rely on the information in this sample form, or a similar form, that is obtained from the Florida licensed professional of your choice. This information only is used to determine insurability and is not a warranty or assurance of the suitability, fitness or longevity of any of the systems inspected.

Electrical System

Separate documentation of any single strand aluminum wiring remediation must be provided and certified by a licensed electrician.

Main Panel

Type: ☒ Circuit breaker ☐ Fuse

Total Amps: 200

Is amperage sufficient for current usage? ☒ Yes ☐ No (explain)

Second Panel

Type: ☐ Circuit breaker ☐ Fuse

Total Amps: _____

Is amperage sufficient for current usage? ☐ Yes ☐ No (explain)

Indicate presence of any of the following:

- ☐ Cloth wiring
- ☐ Active knob and tube
- ☐ Branch circuit aluminum wiring (If present, describe the usage of all aluminum
- ** If single strand (aluminum branch) wiring, provide details of all remediation. Separate documentation of all work must be provided.*
- ☐ Connections repaired via COPALUM crimp
- ☐ Connections repaired via AlumiConn

Hazards Present

- ☐ Blowing fuses
- ☐ Tripping breakers
- ☐ Empty sockets
- ☐ Loose wiring
- ☐ Improper grounding
- ☐ Corrosion
- ☐ Over fusing
- ☐ Double taps
- ☐ Exposed wiring
- ☐ Unsafe wiring
- ☐ Improper breaker size
- ☐ Scorching
- ☐ Other (explain)

General condition of the electrical system: ☐ Satisfactory ☐ Unsatisfactory **(explain)**

Supplemental information

Main Panel

Panel age: 2015

Year last updated: _____

Brand/Model: Square D QO

Second Panel

Panel age: _____

Year last updated: _____

Brand/Model: _____

Wiring Type(s)

- ☑ Copper
- ☐ Single Strand AL
- ☐ Multistrand AL
- ☐ Copper Clad AL
- ☐ Cloth (Knob & Tube)
- ☐ Cloth Jacket Rubber Insulated
- ☐ NM, BX or Conduit
- ☐ Other

Sample Form Insp4pt 03 25

4-Point Inspection Form

HVAC System

Central AC: ☐ Yes ☐ No

Central heat: ☐ Yes ☐ No

If not central heat, indicate **primary** heat source and fuel type: _____

Are the heating, ventilation and air conditioning systems in good working order? ☐ Yes ☐ No (explain)

Date of last HVAC servicing/inspection: _____

Hazards Present

Is a wood-burning stove or central gas fireplace present? ☐ Yes ☐ No Was it professionally installed? ☐ Yes ☐ No

Space heater used as primary heat source? ☐ Yes ☐ No

Is the source portable? ☐ Yes ☐ No

Does the air handler/condensate line or drain pan show any signs of blockage or leakage, including water damage to the surrounding area? ☐ Yes ☐ No

Supplemental Information

Age of system: _____

Year last updated: _____

(Please attach photo(s) of HVAC equipment, including dated manufacturer's plate)

Plumbing System

Is there a temperature pressure relief valve on the water heater? ☐ Yes ☐ No

Is there any indication of an active leak? ☐ Yes ☐ No

Is there any indication of a prior leak? ☐ Yes ☐ No

Water heater location: _____

General condition of the following plumbing fixtures and connections to appliances:

	Satisfactory	Unsatisfactory	N/A		Satisfactory	Unsatisfactory	N/A
Dishwasher	☐	☐	☐	Toilets	☐	☐	☐
Refrigerator	☐	☐	☐	Sinks	☐	☐	☐
Washing machine	☐	☐	☐	Sump pump	☐	☐	☐
Water heater	☐	☐	☐	Main shut off valve	☐	☐	☐
Showers/Tubs	☐	☐	☐	All other visible	☐	☐	☐

If unsatisfactory, please provide comments/details (leaks, wet/soft spots, mold, corrosion, grout/caulk, etc.).

Supplemental Information

Age of Piping Supply System:

- _____ Original to home
- _____ Completely re-piped
- _____ Partially re-piped

Age of Piping Drain System:

- _____ Original to home
- _____ Completely re-piped
- _____ Partially re-piped

Age of water heater _____

(Provide year and extent of renovation in the comments below)

Type of pipes (check all that apply)

- ☐ Copper
- ☐ PEX Year Installed: _____
- ☐ PVC/CPVC
- ☐ Other (specify)
- ☐ Galvanized
- ☐ Cast Iron
- ☐ Polybutylene
- ☐ ABS

Sample Form Insp4pt 03 25

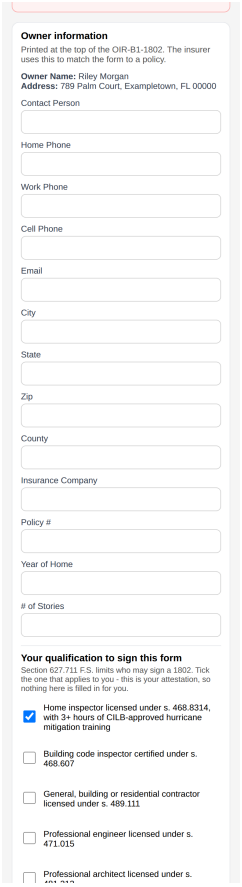
The generated Citizens 4-Point form.

CHAPTER 12

Florida Wind Mitigation (OIR-B1-1802)

Pick **Florida Wind Mitigation** on the New Inspection form, or add it with **+ Wind Mitigation**. Tap **Open Wind Mitigation Questions**.

1. **Owner information** is taken from the inspection (owner name, address); add county, insurance company, policy number, year of home and number of stories.
2. **Your qualification to sign this form** - tick the one that applies. Section 627.711 F.S. limits who may sign a 1802; this is your attestation and nothing here is filled in for you.
3. The nine questions - 1 Building Code, 2 Region, 3 Roof Slope, 4 Roof Covering (with 4.2 Product Approval), 5 Roof Deck Attachment, 6 Roof to Wall Attachment, 7 Roof Geometry, 8 Sealed Roof Deck, 9 Opening Protection. Tap **+** to open one and pick the option that matches; the wording is the form's own.
4. Sync, then tap **Generate OIR-B1-1802**.



The wind mitigation questions with three of them opened.

Uniform Mitigation Verification Inspection Form

Maintain a copy of this form and any documentation provided with the insurance policy.

4.2 Product Approval Listing

□ A. All roof coverings listed above meet the FBC with a FBC or Miami-Dade Product Approval listing current at the time of installation OR have a roofing permit application date on or after 3/1/02 OR the roof is original and built in 2004 or later.
□ B. All roof coverings have a Miami-Dade Product Approval listing current at time of installation OR (for the HVHZ only) a roofing permit application after 9/1/1994 and before 3/1/2002 OR the roof is original and built in 1997 or later.
□ C. One or more roof coverings do not meet the requirements of Answer "A" or "B."
□ D. No roof coverings meet the requirements of Answer "A" or "B."

5. Roof Deck Attachment: What is the **WEAKEST** form of roof deck attachment?

□ A. Plywood/Oriented strand board (OSB) roof sheathing with minimum thickness of 7/16" attached to the roof truss/rafter (spaced a maximum of 24" o.c.) by staples or 6d nails spaced at 6" along the edge and 12" in the field. **OR** Batten decking supporting wood shakes or wood shingles (max 24" truss/rafter spacing). **OR** Any system of screws, nails, adhesives, other deck fastening system or truss/rafter spacing that has an equivalent mean ultimate uplift resistance of at least 55 psf, but less than that required for Options B or C below. (NOTE: If the nailing or rafter spacing is greater than specified above, or the roof decking is less than specified above, select Answer F. Other.)
□ B. Plywood/OSB roof sheathing with a minimum thickness of 7/16" attached to the roof truss/rafter (spaced a maximum of 24" o.c.) by 8d common nails spaced a maximum of 12" in the field. **OR** Any system of screws, nails, adhesives, other deck fastening system or truss/rafter spacing that is shown to have an equivalent or greater resistance than 8d nails spaced a maximum of 12" in the field (max 24" truss/rafter spacing) or has a mean ultimate uplift resistance of at least 103 psf.
□ C. Plywood/OSB roof sheathing with a minimum thickness of 7/16" attached to the roof truss/rafter (spaced a maximum of 24" o.c.) by 8d common nails spaced a maximum of 6" in the field. **OR** Dimensional lumber/Tongue & Groove decking with a minimum of 2 nails per board (or 1 nail per board if each board is equal to or less than 6" in width). **OR** Any system of screws, nails, adhesives, other deck fastening system or truss/rafter spacing that is shown to have an equivalent or greater resistance than 8d common nails spaced a maximum of 6" in the field (max 24" truss/rafter spacing) or has a mean ultimate uplift resistance of at least 182 psf.
□ D. Reinforced Concrete Roof Deck.
□ E. Spray foam products with an uplift resistance of 110 PSF (FOS 1.5). (Spray foam must be installed along rafter deck intersections, all panel joints, etc.).
□ F. Other: _____
□ G. Unknown or unidentified.
□ H. No attic access.

6. Roof to Wall Attachment: What is the **WEAKEST** roof to wall connection? (Do not include attachment of hip/valley jacks within five (5) feet of the inside or outside corner of the roof in determination of WEAKEST type).

□ A. Toenails:
- □ Truss/rafter anchored to top plate of wall using nails driven at an angle through the truss/rafter and attached to the top plate of the wall, **OR**
- □ Metal connectors or structural fasteners that are not installed as intended do not meet the minimal conditions or requirements of B, C, or D, **OR**
- □ Other connection method documented to provide a substantiated wind allowable uplift capacity of 185 lbs. or greater.

Minimal conditions to qualify for categories B, C, or D. All verified connections are either: (Note: All retrofit connectors, or structural fasteners, must meet option 3).

- □ 1. Metal connectors secured to truss/rafter with a minimum of three (3) nails, and attached to the side and/or bottom of the wall framing top plate, or embedded into the bond beam, with less than ½" gap from the blocking or truss/rafter, and blocked no more than 1 ½" from the truss/rater, and free of visible severe corrosion, **OR**
- □ 2. Metal connectors consisting of a single strap that wraps over the truss/rafter, are secured to the side of the wall and/or bottom of the top plate with a minimum of three nails on each side and free of visible severe corrosion, **OR**
- □ 3. Purpose-made metal connector(s) or structural fastener(s) installed per the manufacturer's installation specifications to meet the substantiated wind allowable capacity detailed below.

Inspectors Initials ___A.R.___ **Property Address** 789 Palm Court, Exampletown, FL 00000

***This verification form is valid for up to five (5) years provided no material changes have been made to the structure or inaccuracies found on the form. Some items listed may not qualify for a discount.**

Uniform Mitigation Verification Inspection Form

Maintain a copy of this form and any documentation provided with the insurance policy.

Inspection Date: 09/17/2026		
Owner Information:		
Owner Name: Riley Morgan		Contact Person:
Address: 789 Palm Court		Home Phone:
City: Exampletown, FL	Zip: 00000	Work Phone:
County:		Cell Phone: (555) 010-3030
Insurance Company:		Policy #:
Year of Home:	# of Stories:	Email: client@example.com

NOTE: Any documentation used in validating the compliance or existence of each construction or mitigation attribute must accompany this form. At least one photograph or document providing proof must accompany this form to validate each attribute marked in questions 2 through 9. A FORTIFIED Home® □ Roof, □ Silver, or □ Gold Certificate may be used to validate the attributes marked in questions 4 through 6, and questions 8 through 9 (check type of certificate and attach photocopy). The insurer may ask additional questions regarding the mitigated feature(s) verified on this form.

1. Building Code: What version of the Florida Building Code "FBC" (FBC 2001 & 2004 OR FBC 2007 or later) OR for homes located in the High-Velocity Hurricane Zone ("HVHZ") (Miami-Dade or Broward counties), South Florida Building Code (SFBC-94) was in force at the time of original permit application?
□ A. Code in force at time of permit application was the FBC 2001 & 2004: Year Built _____. For homes built in 2002/2003, provide a permit application with a date after 3/1/2002: Building Permit Application Date (MM/DD/YYYY) ____/____/_____.
□ B. Code in force at time of permit application was the FBC 2007 and later: Year Built _____. For homes built in 2007/2008, provide a permit application with a date after 12/8/2006: Building Permit Application Date (MM/DD/YYYY) ____/____/_____.
□ C. For the HVHZ Only: Code in force at time of permit application was the SFBC-94: Year Built _____. For homes built in 1994, 1995, and 1996, provide a permit application with a date after 9/1/1994: Building Permit Application Date (MM/DD/YYYY) ____/____/_____.
□ D. Unknown or does not meet the requirements of Answer "A" or "B" or "C".

2. Region: Location based on design windspeed. See ASCE 7-22 (700-year MRI) Risk Category 2 (www.ascehazardtool.org).
□ HVHZ □ Region 1 (≥ 140 mph) □ Region 2 (130 mph – 139 mph) □ Region 3 (< 130 mph)

3. Roof Slope: For single-family homes with multiple slopes, indicate the slope that is at least two thirds of the main roof area when determining greater than or equal to 6:12, OR less than 6:12.
□ Greater than or equal to (≥ 6:12) □ Less than (< 6:12).

4. Roof Covering: Select all roof covering types in use. Provide the permit application date OR FBC/MDC Product Approval number AND Year of Original Installation/Replacement OR indicate that no information was available to verify compliance for each roof covering identified.

4.1 Roof Covering Type:	Permit Application Date	FBC or MDC Product Approval #	Year of Original Installation or Replacement	No Information Provided for Compliance
□ Asphalt/Fiberglass Shingle	____/____/____	_____	_____	□
□ Concrete/Clay Tile	____/____/____	_____	_____	□
□ Synthetic/Composite Tile	____/____/____	_____	_____	□
□ Metal	____/____/____	_____	_____	□
□ Built Up	____/____/____	_____	_____	□
□ Membrane	____/____/____	_____	_____	□
□ Other _____	____/____/____	_____	_____	□

Inspectors Initials ___A.R.___ **Property Address** 789 Palm Court, Exampletown, FL 00000

***This verification form is valid for up to five (5) years provided no material changes have been made to the structure or inaccuracies found on the form. Some items listed may not qualify for a discount.**

The generated OIR-B1-1802 with the owner block, address and inspector initials filled in.

CHAPTER 13

REAC NSPIRE pre-inspection module

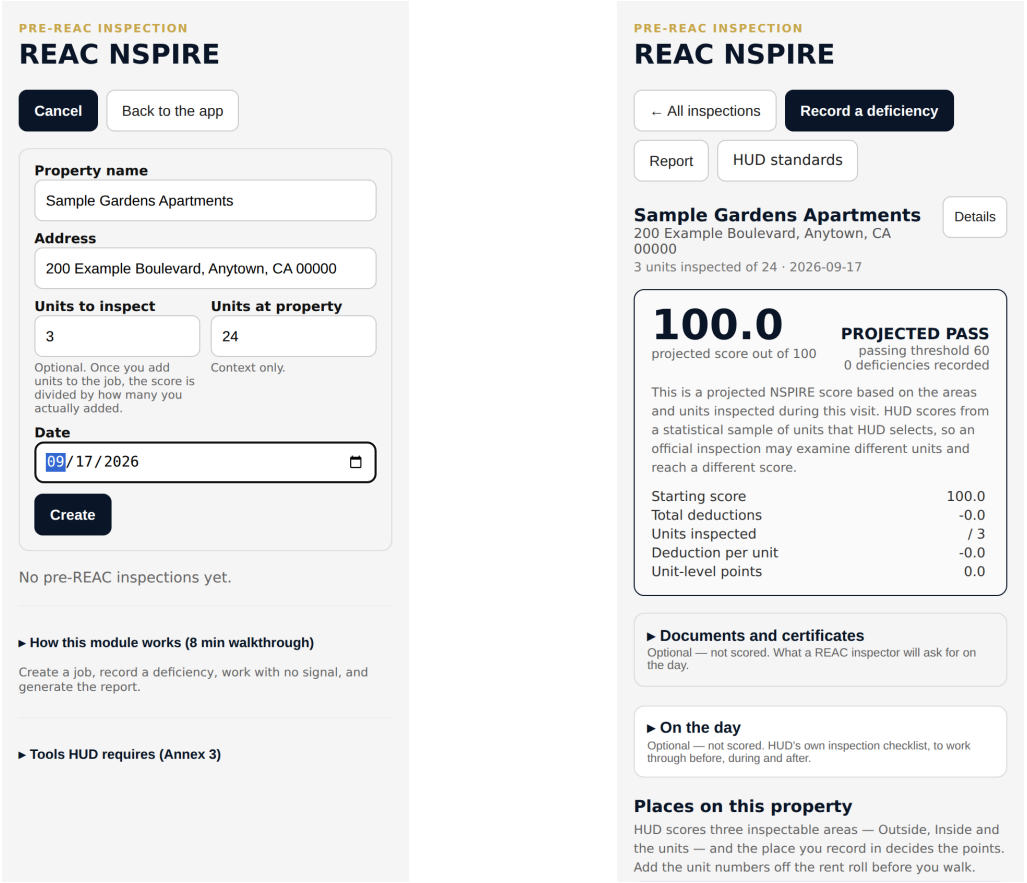
For housing authorities, Section 8 landlords, multifamily owners and the inspectors they hire: walk a property the way HUD will, before HUD does. The module records deficiencies against HUD's NSPIRE standards - all 63 of them, with HUD's own severities, points and correction timeframes - and shows a projected score using HUD's arithmetic. It works with no signal.

An independent pre-inspection prepared for the property owner. Not a HUD inspection. Not affiliated with HUD, REAC, or any HUD contractor. HUD scores from a statistical sample of units that HUD selects, so an official inspection may examine different units and reach a different score.

1. Open the module and create a job

1. Tap **REAC NSPIRE** on the home screen. The first time, with a signal, wait until the red banner is gone - that is HUD's standards being stored on the device.
2. Tap **New pre-REAC inspection**: property name, address, units to inspect (optional - once you add units the score is divided by how many you actually added), units at the property, date. Tap **Create**. The job is written to the device first and created on the server when it syncs, so it works with no signal.

You can carry out the whole REAC inspection in Spanish - the screen, the spreadsheet and your crew's page all read Spanish. What prints in English is the report itself, because it quotes HUD's standards word for word.

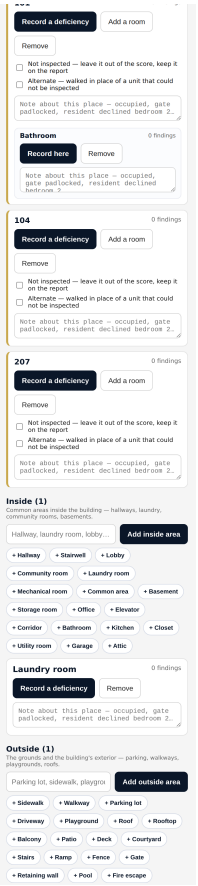


The new-job form, and the job just created: a score card reading 100.0, PROJECTED PASS, and the three inspectable areas below.

2. Units, rooms, inside and outside areas

HUD scores three inspectable areas -**Unit**, **Inside** (common areas inside the building) and **Outside** (grounds and exterior) - and the place you record in decides the points. Add the unit numbers off the rent roll before you walk:

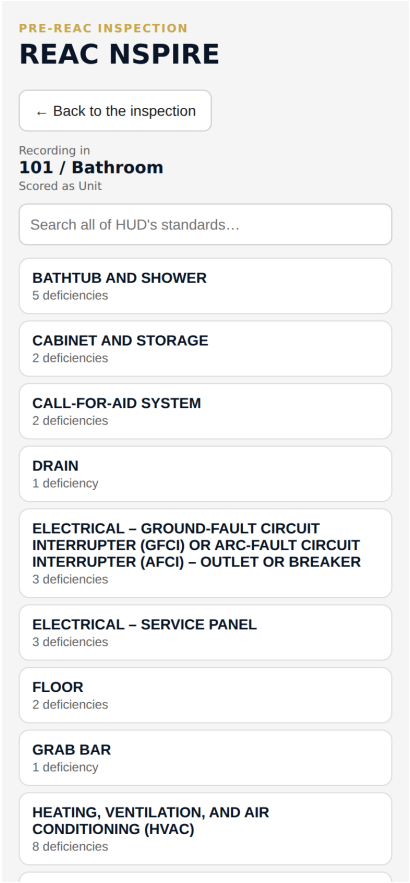
1. **Units** - type one unit number exactly as the rent roll writes it (12A, B-204, PH2) and tap **Add unit**. One at a time, no limit. The number of units in the list is what the score is divided by - counted, never typed.
2. **Add a room** under a unit - Bathroom, Kitchen, Bedroom, and so on. A room is not a fourth area; everything in it is still a Unit finding at Unit points. It changes the report heading ("Unit 101 › Bathroom") and, more importantly, the picker.
3. **Inside** and **Outside** - tap a chip (Hallway, Laundry room, Parking lot, Playground...) or type your own name. The chip names are HUD's own wording.
4. Every unit and area carries its own **note** ("occupied, resident declined bedroom 2", "gate padlocked, perimeter only") that prints under its heading.

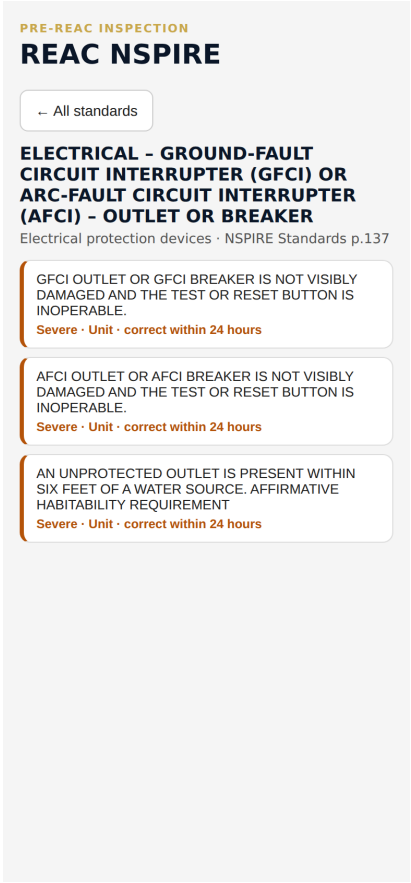


Three units, a bathroom under 101, a laundry room inside and a parking lot outside. "3 units counted as inspected - this is what the score is divided by."

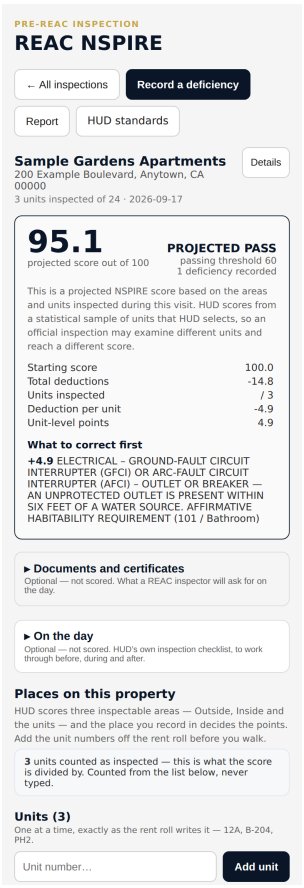
3. Record a deficiency

1. Stand in the place and tap **Record here** on the room (or **Record a deficiency** on the unit or area). The picker opens already knowing the place - "Recording in 101 / Bathroom, scored as Unit" - so the inspectable area is never a choice a tired thumb can get wrong.
2. The list is **short**: only the standards HUD names for that kind of place (a bathroom: 15 standards). Everything else is **folded** behind one button - "101 more that apply anywhere in the Unit - show them" - never hidden. Typing in the search box unfolds them.
3. Tap a standard, then the deficiency. Each shows HUD's severity, the area, and the correction timeframe ("Severe · Unit · correct within 24 hours").
4. Add a note and photographs, then tap **Record this deficiency** (the button counts the photographs you attached). Deficiency photographs are also saved to the phone gallery.





The short list for a bathroom, and the GFCI standard opened with its three deficiencies.



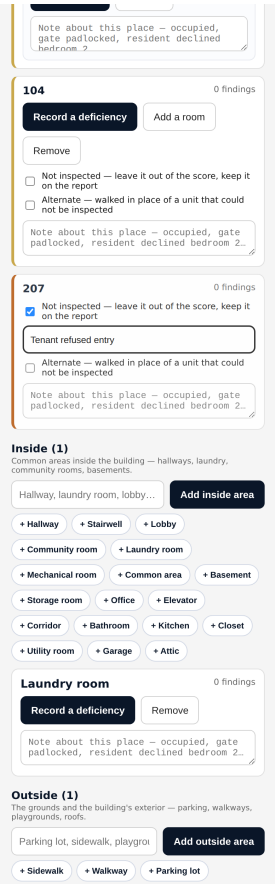
After recording one Severe unit deficiency: 14.8 points divided by 3 units = 4.9 off, projected score 95.1, and "What to correct first".

4. The score

The score card follows HUD's formula: each deficiency's points (Life-Threatening 49.6 / 54.5 /60.0, Severe 12.2 / 13.4 / 14.8, Moderate 4.5 / 5.0 / 5.5, Low 2.0 / 2.2 / 2.4 for Outside / Inside /Unit) are divided by the number of units inspected and taken off 100. The same deficiency recorded twice in the same place is charged once. A unit-level total of 30 points or more after the division is a projected fail regardless of the total, exactly as HUD applies it. The score is computed on the server; with no signal the card shows the last server score marked stale, with the count of deficiencies recorded since.

5. Units that could not be inspected

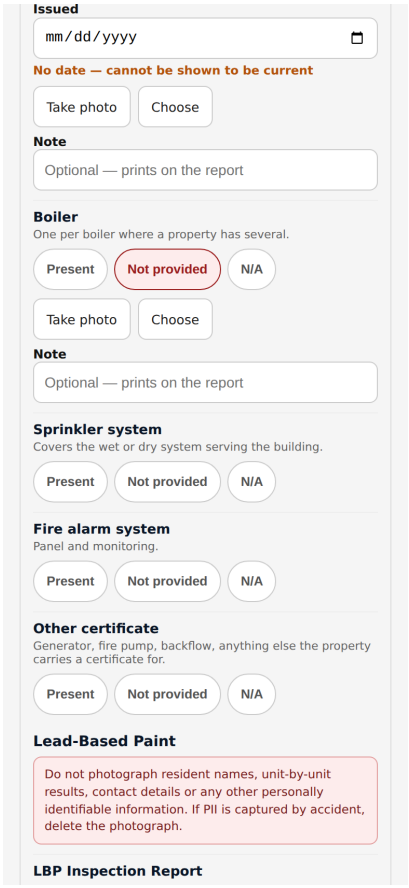
Tick **Not inspected** under a unit and type why ("tenant refused entry"). It stays on the job and prints with its reason, and drops out of the divisor. The unit you walked in its place is added normally and ticked **Alternate**, naming the unit it replaced. **Remove** is only for a unit typed in by mistake - it warns you if findings or photographs would go with it.

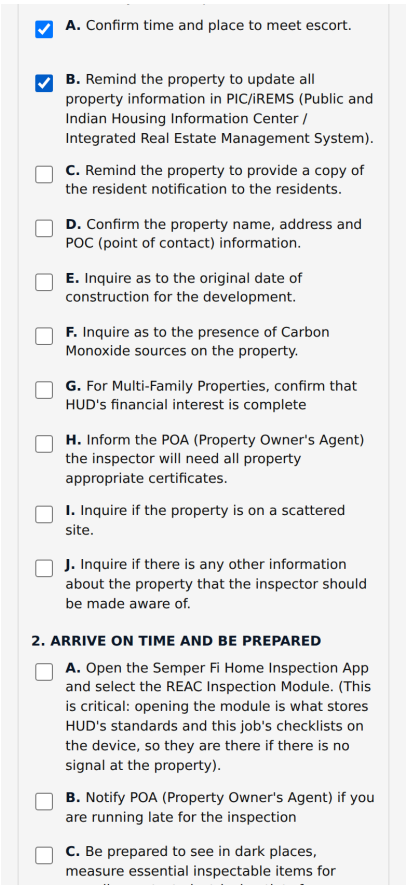


Unit 207 marked not inspected with its reason; the score is now divided by 2.

6. Documents and certificates, and On the day

Two optional, unscored checklists on the job. **Documents and certificates** is what a REAC inspector will ask for on the day - elevator, boiler, fire alarm, lead-based paint and the rest. Mark each **Present**, **Not provided** or **N/A**, add a note and a photograph of the document. Every answer saves the moment you tap it; **Send now** sends what is waiting, and the line at the bottom of the panel tells you what has been sent. **On the day** is HUD's own inspection checklist - before, during and after - as tick boxes you work through over the days before the inspection.

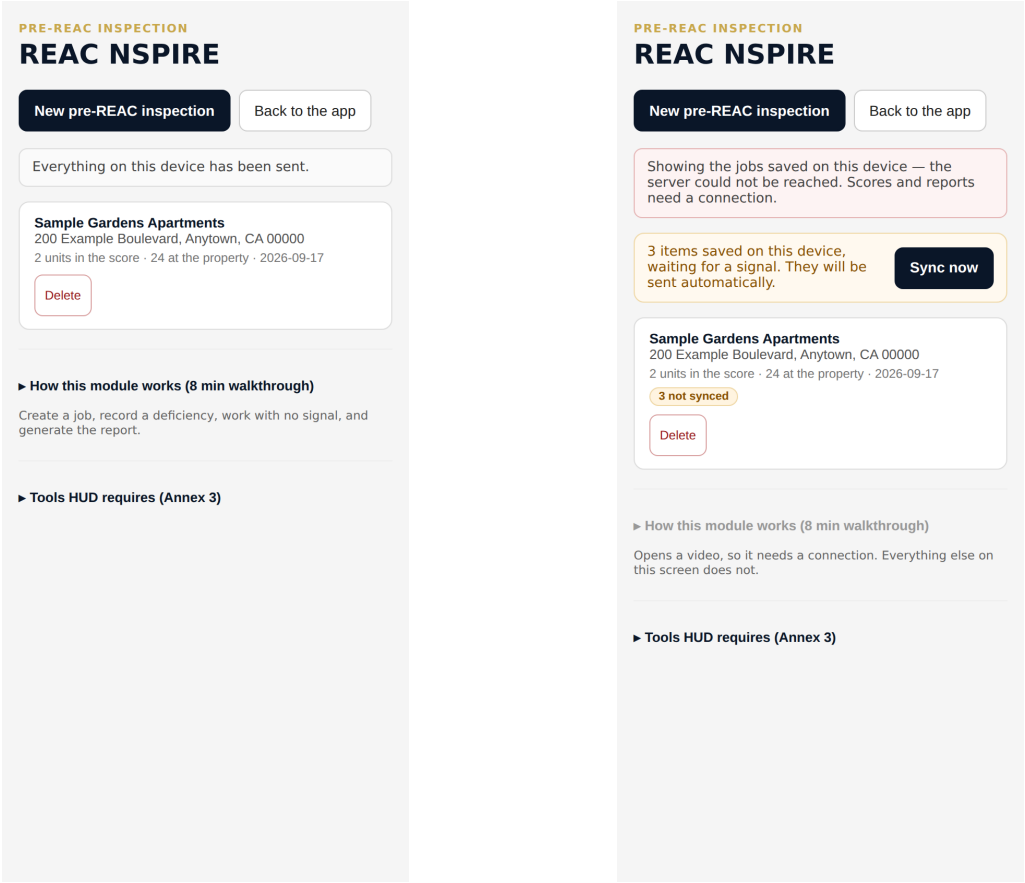




The documents checklist with two answers, and HUD's day-of checklist.

7. No signal

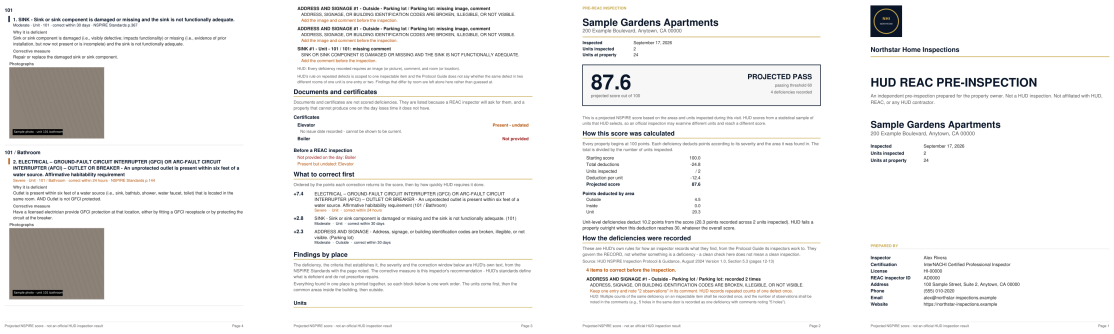
Everything above works in a basement or a boiler room. The job list shows "N items saved on this device, waiting for a signal - they will be sent automatically" and each job shows its unsent count. When the signal returns the module sends them itself; **Sync now** forces it. Scores and reports need a connection.



The job list with 3 items waiting for a signal, and after the signal returned.

8. The report

With a signal, tap **Report**. The PDF is named pre-reac-(property)-(date).pdf. It prints the cover with your letterhead and the HUD line, the projected score with its arithmetic and the units line, then the units first, then Inside, then Outside, each finding under its place with its photographs under it, the not-inspected units with their reasons, the two checklists, and a fix-this-first list.



101

1. SINK - Sink or sink component is damaged or missing and the sink is not functionally adequate.
Moderate · Unit · 101 · correct within 30 days · NSPIRE Standards (p.267
Why it is deficient
Sink or sink component is damaged (i.e., visibly defective; impacts functionality) or missing (i.e., evidence of prior installation, but now not present or is incomplete) and the sink is not functionally adequate.
Corrective measure
Repair or replace the damaged sink or sink component.
Photographs

Sample photo · unit 101 bathroom

101 / Bathroom

2. ELECTRICAL — GROUND-FAULT CIRCUIT INTERRUPTER (GFCI) OR ARC-FAULT CIRCUIT INTERRUPTER (AFCI) – OUTLET OR BREAKER - An unprotected outlet is present within six feet of a water source. Affirmative habitability requirement
Moderate · Unit · 101 · Bathroom · correct within 24 hours · NSPIRE Standards p.144
Why it is deficient
Outlet is present within six feet of a water source (i.e., sink, bathtub, shower, water faucet, toilet) that is located in the same room. AND Outlet is not GFCI protected.
Corrective measure
Have a licensed electrician provide GFCI protection at that location, either by fitting a GFCI receptacle or by protecting the circuit at the breaker.
Photographs

Sample photo · unit 101 bathroom

Projected NSPIRE score · not an official HUD inspection result Page 4

ADDRESS AND SIGNAGE #1 - Outside - Parking lot / Parking lot: missing image, comment
ADDRESS, SIGNAGE, OR BUILDING IDENTIFICATION CODES ARE BROKEN, ILLEGIBLE, OR NOT VISIBLE.
Add the image and comment before the inspection.

ADDRESS AND SIGNAGE #1 - Outside - Parking lot / Parking lot: missing image, comment
ADDRESS, SIGNAGE, OR BUILDING IDENTIFICATION CODES ARE BROKEN, ILLEGIBLE, OR NOT VISIBLE.
Add the image and comment before the inspection

SINK #1 - Unit - 101 / 101: missing comment
SINK OR SINK COMPONENT IS DAMAGED OR MISSING AND THE SINK IS NOT FUNCTIONALLY ADEQUATE.
Add the comment before the inspection.

HUD: Every deficiency recorded requires an image (or picture), comment, and room (or location).

HUD's rule on repeated defects is scoped to one inspectable item and the Protocol Guide does not say whether the same defect in two different rooms of one unit is one entry or two. Findings that differ by room are kept distinct rather than guessed at.

Documents and certificates

Documents and certificates are not scored deficiencies. They are listed because a REAC inspector will ask for them, and a property that cannot produce one on the day loses time it does not have.

Certificates

Elevator — Present - undated
No issue date recorded - cannot be shown to be current.

Boiler — Not provided

Before a REAC inspection

Not provided on the day: Boiler
Present but undated: Elevator

What to correct first

Ordered by the points each correction returns to the score, then by how quickly HUD requires it done.

+7.4 ELECTRICAL — GROUND-FAULT CIRCUIT INTERRUPTER (GFCI) OR ARC-FAULT CIRCUIT INTERRUPTER (AFCI) – OUTLET OR BREAKER - An unprotected outlet is present within six feet of a water source. Affirmative habitability requirement (101 / Bathroom)
Moderate · Unit · correct within 24 hours

+2.8 SINK - Sink or sink component is damaged or missing and the sink is not functionally adequate. (101)
Moderate · Unit · correct within 30 days

+2.3 ADDRESS AND SIGNAGE - Address, signage, or building identification codes are broken, illegible, or not visible. (Parking lot)
Moderate · Outside · correct within 30 days

Findings by place

The deficiency, the criteria that establishes it, the severity and the correction window below are HUD's own text, from the NSPIRE Standards with the page noted. The corrective measure is this inspector's recommendation - HUD's standards define what is deficient and do not prescribe repairs.

Everything found in one place is printed together, so each block below is one work order. The units come first, then the common areas inside the building, then outside.

Units

Projected NSPIRE score · not an official HUD inspection result Page 5

PRE-REAC INSPECTION

Sample Gardens Apartments

200 Example Boulevard, Anytown, CA 00000

Inspected	September 17, 2026
Units inspected	2
Units at property	24

87.6
projected score (out of 100)

PROJECTED PASS
passing threshold 60
4 deficiencies recorded

This is a projected NSPIRE score based on the areas and units inspected during this visit. HUD scores from a statistical sample of units that HUD selects, so an official inspection may examine different units and reach a different score.

How this score was calculated

Every property begins at 100 points. Each deficiency deducts points according to its severity and the area it was found in. The total is divided by the number of units inspected.

Starting score	100.0
Total deductions	-94.8
Units inspected	/ 2
Deduction per unit	-12.4
Projected score	**87.6**
Points deducted by area	
Outside	4.6
Inside	5.0
Unit	23.3

Unit-level deficiencies deduct 10.2 points from the score (20.3 points recorded across 2 units inspected). HUD tells a property outright when this deduction reaches 30, whatever the overall score.

How the deficiencies were recorded

These are HUD's own rules for how an inspector records what they find, from the Protocol Guide its inspectors work to. They govern the RECORD, not whether something is a deficiency - a clean check here does not mean a clean inspection.

Source: HUD NSPIRE Inspection Protocol & Guidance, August 2024 Version 1.0, Section 5.3 (pages 13-13)

4 items to correct before the inspection.

ADDRESS AND SIGNAGE #1 - Outside - Parking lot / Parking lot: recorded 2 times
ADDRESS, SIGNAGE, OR BUILDING IDENTIFICATION CODES ARE BROKEN, ILLEGIBLE, OR NOT VISIBLE.
Keep one entry and note "2 observations" in its comment. HUD records repeated counts of one defect once.
HUD: Multiple counts of the same deficiency on an inspectable item shall be recorded once, and the number of observations shall be noted in the comments (e.g., 5 holes in the same door is recorded as one deficiency with comments noting "5 holes").

Projected NSPIRE score · not an official HUD inspection result Page 2

Northstar Home Inspections

HUD REAC PRE-INSPECTION

An independent pre-inspection prepared for the property owner. Not a HUD inspection. Not affiliated with HUD, REAC, or any HUD contractor.

Sample Gardens Apartments

200 Example Boulevard, Anytown, CA 00000

Inspected	September 17, 2026
Units inspected	2
Units at property	24

PREPARED BY

Inspector	Alex Rivera
Certification	InterNACHI Certified Professional Inspector
License	HI-00600
REAC inspector ID	AX0000
Address	108 Sample Street, Suite 2, Anytown, CA 00000
Phone	(555) 010-2020
Email	alex@northstar-inspections.example
Website	https://northstar-inspections.example

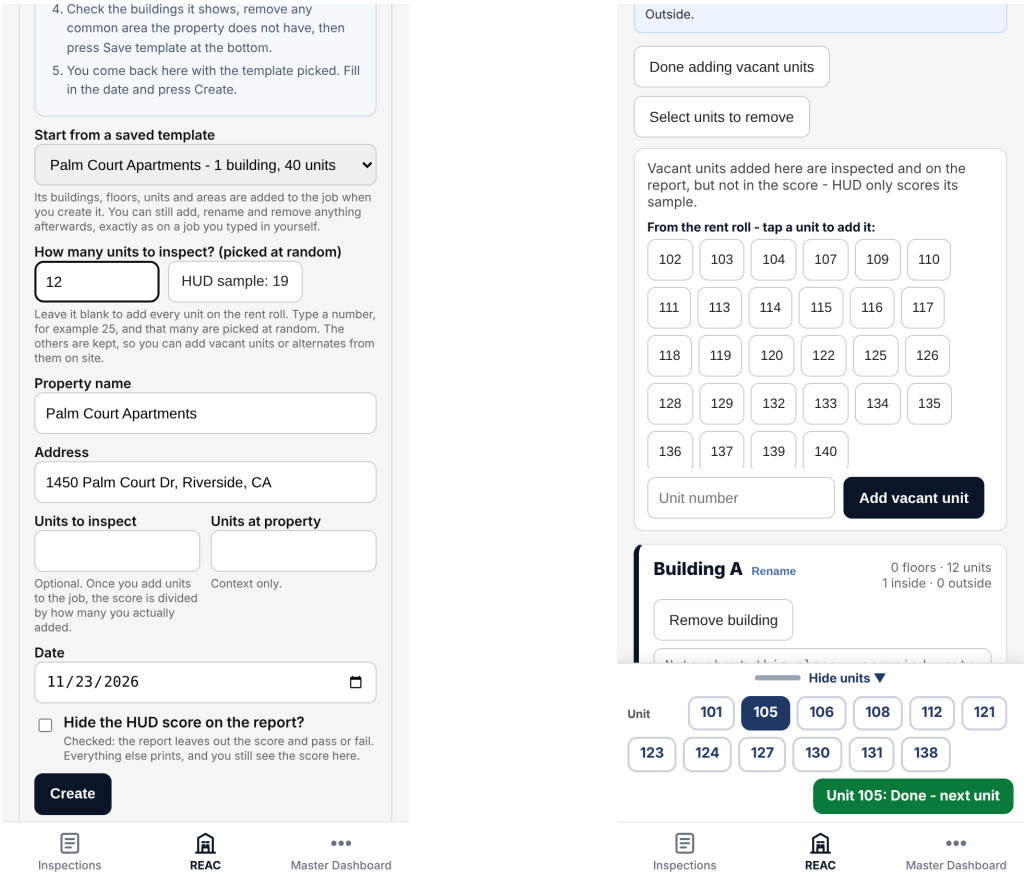
Projected NSPIRE score · not an official HUD inspection result Page 1

The REAC pre-inspection report: cover and score page. Findings by unit, inside and outside, with photographs under each.

9. Pick the units at random from the rent roll

1. On **New pre-REAC inspection**, choose the property under **Start from a saved template** (Chapter 20 builds one from the rent roll).
2. In **How many units to inspect? (picked at random)** type a number, for example 25, or press **HUD sample** to use HUD's sample size for the property. Leave it blank to add every unit.
3. Press **Create**. The app picks that many units at random. Each picked unit keeps its rooms, and the buildings and common areas are always kept. It works the same on a job you assign to another inspector.

Walked fewer units than HUD's sample? The score card estimates the score on HUD's full sample from what you found in the units you walked, and shows a low, likely and high score on the card and in the report. If you know HUD's sample size, type it in and recalculate.



How many units to inspect, with HUD's sample size beside it (left), and adding vacant units from the rest of the rent roll (right).

10. Vacant units and extra units

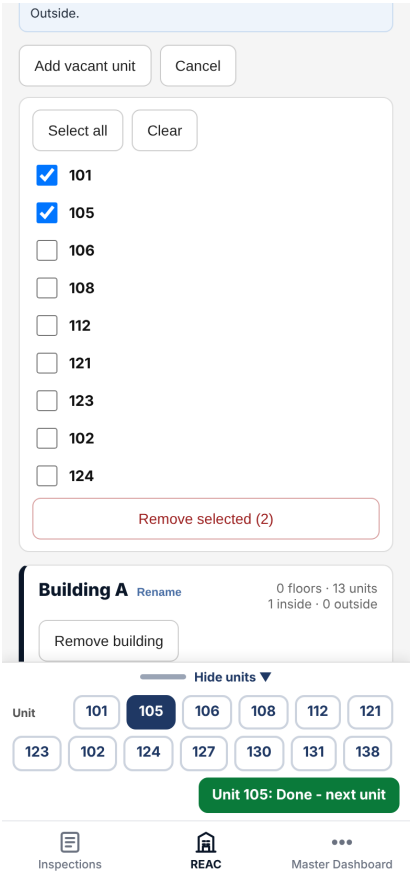
Every unit card has a **Vacant** checkbox. To inspect a vacant unit on top of the sample, press **Add vacant unit**, then tap a unit from the rest of the rent roll or type its number, and press **Done adding vacant units**. Extra units are inspected and printed on the report as vacant extra units. They are **not** counted in the score, the units-inspected figure or the sample.

11. Remove several units at once

Press **Select units to remove**, tick the units (or **Select all**), press **Remove selected** and confirm. Everything recorded in those units is removed with them.

12. Hide the HUD score on the report

Tick **Hide the HUD score on the report?** on the New inspection form, or inside the job at any time. The report leaves out the score and pass or fail; every deficiency, photo and correction date still prints. The app still calculates the score and you still see it on screen. Untick it and the score prints again. Property management reports have the same choice under **HUD score on this report**: As set on each inspection, Show the score, or Hide the score.

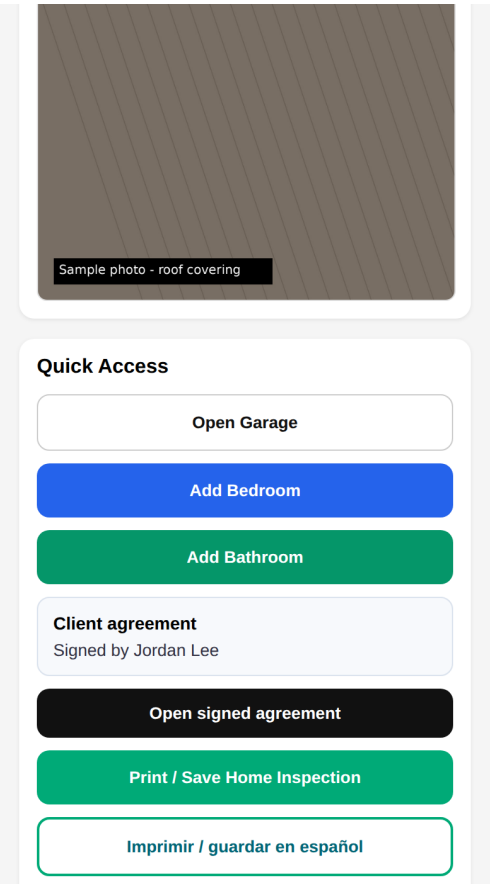


Two units ticked under Select units to remove.

CHAPTER 14

Syncing, working offline, and sending

Everything you record lives on the device first. Creating a job, marking a status, writing a note, taking a photograph - none of it needs a signal. **Sync** on the home screen sends it all to the server and pulls down anything changed on another device. Status: All synced means nothing is waiting. The inspection screen shows a yellow "Not synced yet" line, with the count, until it is. **Documents are built on the server.** Reports, worksheets and state forms print from what the server has. Sync before you generate; if you tap Generate with work still waiting, the app says so and asks before going ahead. **Sending.** The generated PDF downloads to the device; share it from there by email or any app. Client agreements are emailed by the app itself once signed. **Two devices.** Sync on the phone, then open the same account on the computer and sync again: the job, its findings and photographs are there.



The inspection screen's warning while work is still on the device.

CHAPTER 15

Work orders: sending repairs to your crew

Finding the defect is half the job. This chapter is the other half: handing each deficiency to the person who will fix it, watching it close, and being able to prove afterwards that it was. It works the same way on home, commercial and REAC NSPIRE inspections.

What your crew needs

Nothing. No account, no app, no password, no download. Each worker receives a single link that opens in whatever browser is already on their phone.

Adding your crew

1. Open any inspection and choose **Send work orders**.
2. Under **Crew**, add each worker's name and email address.
3. Tap **Add**.

You do this once for your company, not once for each property. Everyone you add is available on every job from then on.

Correcting a name later moves their work with it. Every deficiency assigned under the old name moves to the new one automatically, across both home and REAC findings. It does not detach them from work they were already holding.

Removing somebody revokes their links. Every live link they hold stops working that moment. Their name stays on the work they already completed - removing somebody is not the same as erasing what they did.

Assigning the repairs

Against each deficiency, choose who is doing it.

A worker with nothing assigned cannot be sent a list. The send button shows the count beside their name and switches off at zero. This is deliberate: a link that opens to “Nothing is assigned to you on this job yet” wastes a trip, and a link already on somebody's phone cannot be recalled.

Sending

One link per worker. Sent by email or text from your own address, so it arrives from you and replies come back to you. It shows only that worker's items, on that one property, with your photographs and the location line.

One link for the whole job. For a supervisor who needs to see everything. Copy it and paste it wherever you like - this one emails nobody.

Sending the same list again extends the link they already have. You never end up with two live links for one person on one job. If you set a later expiry date, the existing link takes the new date.

What the worker sees

Their own list, in order, with your photographs. Each item has **Start** and **Done**.

Their page shows **Spanish with the English beside it**, not instead of it. A worker reads his own list in Spanish and can still read the unit number and the component back to a supervisor who does not speak Spanish.

What you see

Every tap reaches you within seconds. On each deficiency, a status chip: **Pending**, **In progress**, **Completed**. On your job list, how far along each property is - and **how much of it has nobody's name on it**.

That second number matters more than it looks. Without it, a property whose crew walked off reads exactly like one being actively worked: the same total, the same number done. The unassigned count is the only thing that tells them apart.

When work is handed back

A worker who cannot do an item hands it back, and the app asks why: not my trade, could not get access, needs parts, or other.

Any of these can carry their own words. “Needs parts” tells you to raise an order. “Needs a 40 gallon water heater” *is* the order. The note is stored separately from the category, so you can still count and filter by category while keeping the detail. “Other” will not send on its own - it requires the words, because an email reading “Reason given: Other” tells you exactly as much as no reason at all.

The repair returns to **Pending** - completed work is left alone, because a repair does not become unfinished when the person who did it takes their name off. You are emailed immediately with the reason **in the subject line**. The reason and note are stored so you can act on them on Tuesday, and both are cleared the moment anybody claims the work again.

Work past its correction window

Every REAC deficiency carries HUD's correction window, and the app knows the deadline.

Your office gets one email listing everything overdue - not one per deficiency. **The worker holding it** gets his own, with his items and his link attached. Both go out **two days before the deadline as well as after**, because the shortest window HUD prices is 24 hours and a warning that arrives afterwards is a reproach. Nothing without a deadline is ever called late.

Choosing what reaches you

Under **Notifications** in the send panel: **Every repair** sends an email per completed repair, naming the deficiency and the unit. **Urgent only** sends Life-Threatening and Severe as they happen. **A daily summary** sends one email listing the day's finished and unassigned work. **Never** sends nothing - the app and the spreadsheet still show everything.

This is set **once for the account**, not per job. A property with sixty deficiencies should not send sixty emails on the same morning. Overdue notices are not silenced by “A daily summary”: the summary says what got done, and an overdue notice says what did not.

The spreadsheet

Export findings produces an Excel workbook, in English or Spanish, with every finding on one sheet: a **Status** dropdown, **Assigned to**, **Completion date**, correction due dates, and a dashboard counting what is overdue.

Those three columns are unlocked and the rest of the sheet is protected, so nobody breaks the file by typing in the wrong place. Columns are found by heading rather than by position, so inserting one does not silently break the counts.

Two things worth knowing about this file. Your crew's taps reach the office immediately and appear in the next export, with the name and the date - nothing has to be collected from anybody. And **the file is a snapshot of the moment you exported it**: typing in your copy reaches nobody, not the crew, not the app, not another copy, and saving it changes nothing outside it.

An office ticking rows off in Excel all afternoon believes it is driving the system, and the crew never hears a word. The About sheet inside the workbook says so as well.

Which plans include this

All three. Inspector, REAC NSPIRE and Complete.

CHAPTER 16

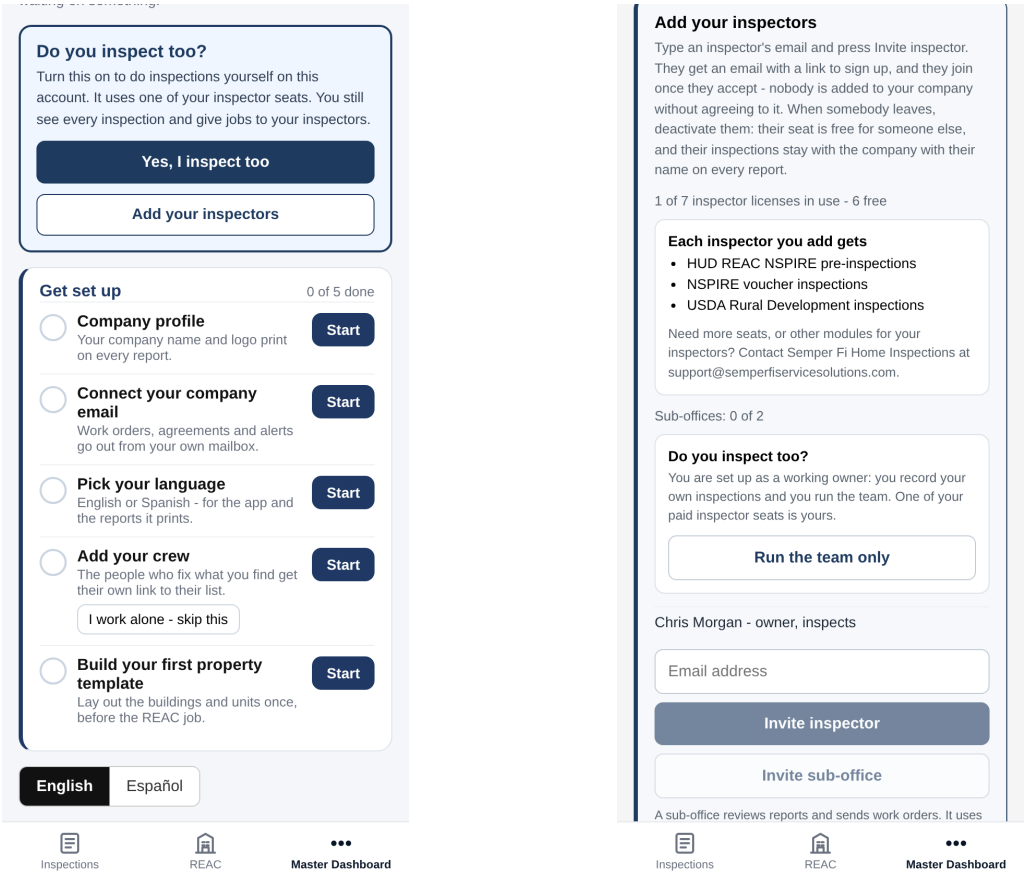
Your inspectors and your team

A company account has a number of **inspector licenses** and one front office login. The front office sees everything the company records and sends the work out; an inspector records inspections and sees their own. The front office is included and uses no license.

Everyone on the team shares one renewal date. The licenses and the modules your inspectors get are set on your company account; to add licenses or modules, contact support@semperfiservicesolutions.com.

Open Add your inspectors

1. On the **Master Dashboard**, under **Do you inspect too?**, press **Add your inspectors**.
2. The page shows your licenses, for example "1 of 7 inspector licenses in use - 6 free", what each inspector you add gets, your team, and any invitation still waiting.

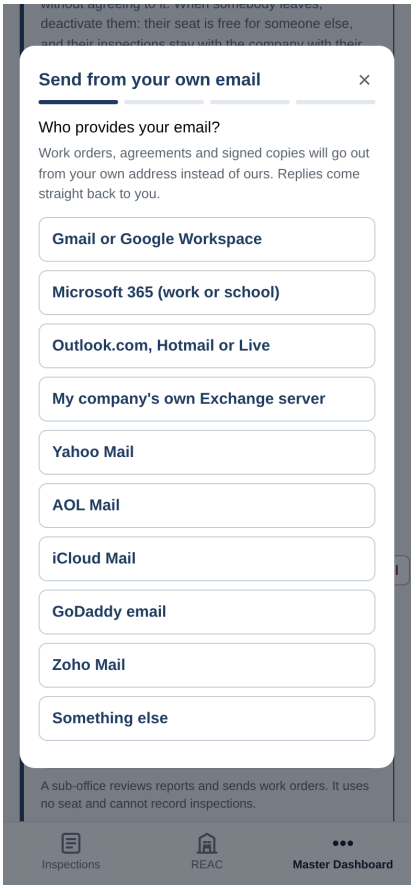


The Master Dashboard with Add your inspectors (left), and the page it opens (right).

Connect your email first (one time)

This is separate from the email you sign in with. It tells the app which email account to send from, so reports, agreements, job links and invitations go out from your own address and replies come back to you. You can use the same address you sign in with.

1. On the **Master Dashboard**, open **Your company**, then **Your own email**, and press **Set up my email**. (On a company account it is also on the Add your inspectors page.)
2. Choose your provider: Gmail or Google Workspace, Microsoft 365, Outlook.com, your company's own Exchange server, Yahoo Mail, AOL Mail, iCloud Mail, GoDaddy, Zoho, or **Something else**.
3. Follow the steps on the screen. Most providers need an app password, and the screen has a button that takes you to the page that makes one.
4. Press **Save and send a test**. When the test email arrives, you are done.



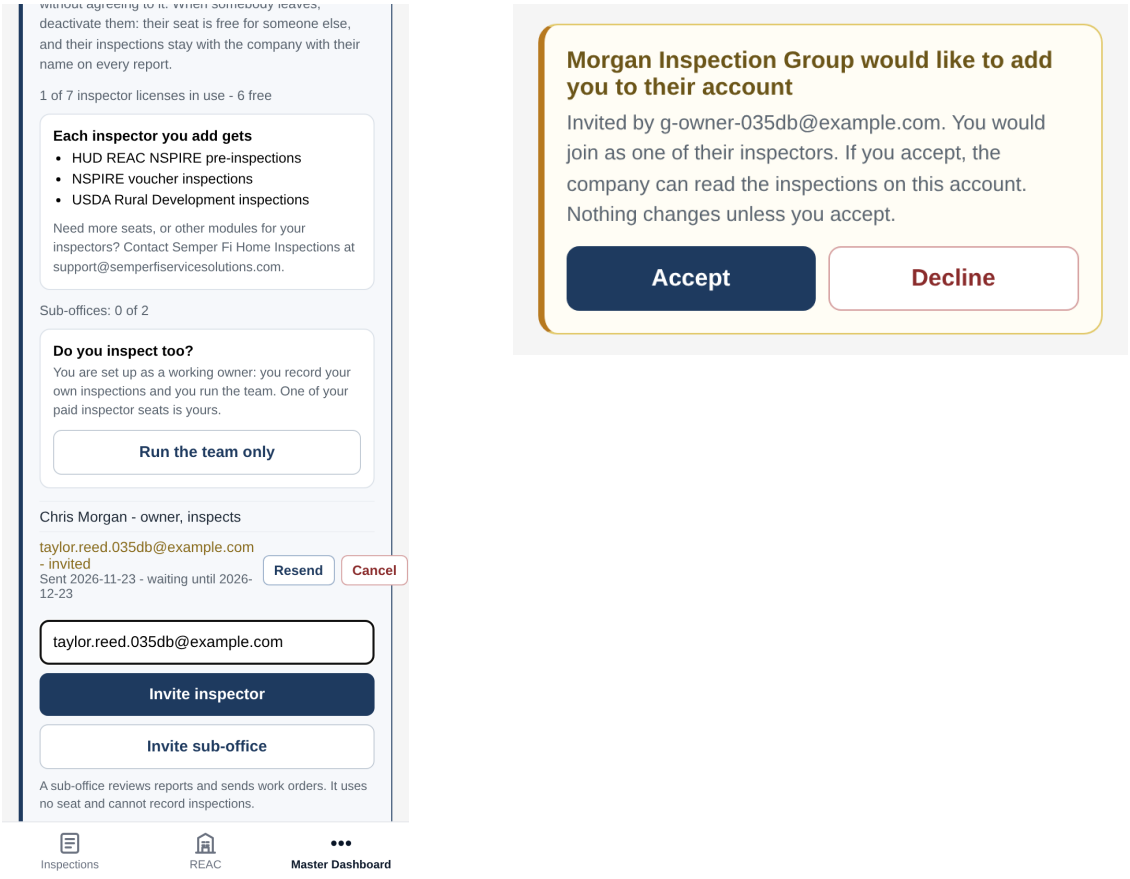
Choosing the provider. AOL Mail and the others each have their own steps.

Invite an inspector

1. Type the inspector's email address and press **Invite inspector**. They do not need an account yet.
2. The app emails them an invitation from your address. They sign up with that same email, or sign in if they already have an account, and press **Accept**.
3. You get an email when they join, and their name shows on your page. From then on every inspection they do shows up in your account.

Each waiting invitation shows the date it was sent and the date it expires (30 days). **Resend** sends it again with a fresh 30 days. **Cancel** takes it back.

Your inspector buys nothing and enters no card. An account that already has its own paid subscription cannot join a company until it is canceled, so nobody is charged twice.



A waiting invitation with Resend and Cancel (left), and the invitation as the inspector sees it (right).

If you inspect as well as run the team

Press **Yes, I inspect too** on the Master Dashboard (or **I inspect too** on the Add your inspectors page). You can then record inspections yourself and still see the whole company's work. It uses one of your licenses. **Run the team only** switches you back.

Extra office logins - free, and up to two

A second location, a scheduler or a partner can have an office login of their own. Press **Invite sub-office** on the same page. A sub-office uses no inspector license and costs nothing. It reviews reports and sends work orders; it cannot record an inspection or change what an inspector found.

When somebody leaves

1. Press **Deactivate** next to their name. Their license is free for someone new and they are signed out everywhere.
2. Reassign their open work orders on the work-order screen. Deactivating somebody does not reassign their repairs.

Everything they recorded stays with the company, with their name and license on every report. Anything still unsynced on their device never reaches you, so if they were out on a job that day, have them open the app with a signal first.

CHAPTER 17

Tracking the repairs

Work orders tell your crew what to fix. This chapter is about what comes back: why a job has not moved, how long it sat, and the proof that it was done.

Why a job is still open

When a worker marks an item in progress he taps a reason: parts on order, waiting on a part, waiting for access, waiting for approval, or working on it now. It shows on the item in your work-order screen alongside anything he typed.

Four of those five mean **nobody is working on it**, and the screen flags them as such. That was the gap this closes: “in progress” read exactly the same whether a man was on a ladder or a water heater had not shipped in three weeks, and only one of those needs somebody to raise a purchase order.

The reason is cleared the moment it stops being true - when the work is finished, handed back, or nobody holds it. A completed repair still reading “waiting on a part” is worse than one reading nothing, because it is the point at which the office stops believing the column.

The delay report

Every one of those reasons is written down each time it changes, so the history survives the column being cleared. **More**, then **Delay report (Excel)**.

Three sheets. The first says where the time went: days lost with nobody able to work, split by reason, with the longest single wait and how many items are still waiting right now. The second names the properties that lost the most. The third is every delay, one row each, longest first - property, item, reason, who, when it started, when it ended and how many days it ran.

The figure worth looking at first is the parts total: the days lost to ordering per job. That is the number to weigh against keeping the common parts on a shelf. Nothing in the app knows what a part costs, so it gives you the days and leaves the arithmetic to you.

It can only report what it has recorded, so it begins the day the feature arrives and becomes more useful every month. Times are written in your own time zone and the sheet says which zone it drew.

Your crew's photographs of their own work

A worker opens his link on any phone - no account, no app, no password - and each item carries a camera button. He photographs the finished repair and it lands on that deficiency, tagged with his name, the date, and whether the item was pending or complete when he took it.

He can also leave a note about the work itself: “replaced the heater, but the shutoff valve is seized too.” That reaches you whatever the status, including on work he has already finished.

Repair photographs in the spreadsheet

The Excel export carries a **Repair photos** column immediately beside the existing one. The defect photograph is on the left and the repair photograph on the right, so a reader can tell what was wrong from what was done about it without opening anything.

They are links rather than embedded pictures, which keeps the file small enough to email.

CHAPTER 18

Correction evidence for HUD

On a REAC NSPIRE job there is a document called **Correction evidence**. It is the one a housing authority uploads to HUD.

It lists **only what has been corrected** - not the whole defect list - and for each item it carries the inspector's photograph of the defect beside your crew's photograph of the repair, the correction deadline HUD set, the date the work was actually done, and whether that was inside the deadline or after it. The last page totals how many were corrected and how many are still outstanding.

How it is meant to be used

HUD's correction windows are not all the same: some items are due within 24 hours and others within 30 days. So pull the document as often as you need it rather than once at the end.

1. Fix the 24-hour items and pull the evidence. It contains those items and says they were done in time.
2. Submit that to HUD.
3. Fix the 30-day items as they come, and pull it again. Every item carries its own correction date, so you can see what is new since the last one you sent.

Items nobody has corrected yet are not listed as corrected - they are counted as outstanding at the end, so the document never implies work that has not happened.

CHAPTER 19

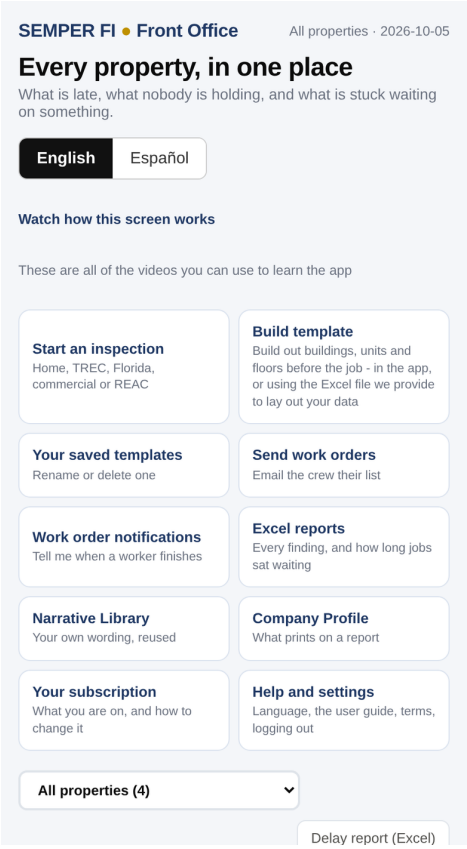
The Master Dashboard

The **Master Dashboard** is the fourth tab in the app, and the same screen in the browser. It is one screen for the whole operation: every property you have inspected, everything still open on them, the charts that say where it is heading, and a tile for every tool in the app.

The tiles

Each tile opens a page with only that one thing on it, and a way straight back to the dashboard. Nothing is buried under a menu.

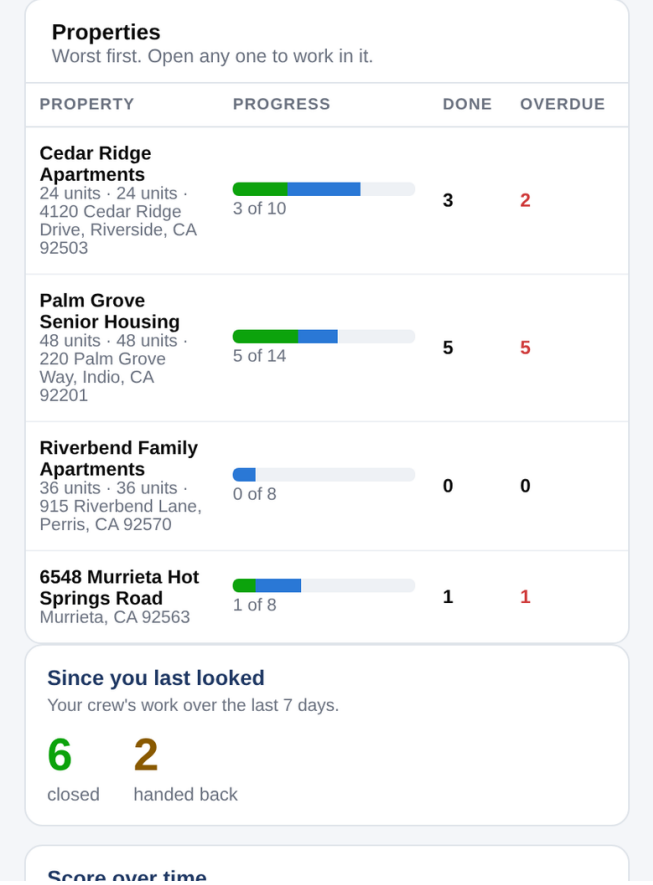
1. **Start an inspection** - the inspection types your plan covers, and only those. If your plan includes the REAC NSPIRE module, Pre-REAC NSPIRE is there as well.
2. **Prepare a property** - build the buildings, floors and units before the job. See the next chapter.
3. **Work orders**, **Work order notifications** and **Excel reports** - sending repairs to the crew, being told when one is finished, and every finding as a spreadsheet.
4. **Your company** - the profile that prints on a report, your narrative library, your inspectors and your email settings.
5. **Your subscription** and **Help and settings** - what you are on, the language switch, this guide and the Terms of Service.



The Master Dashboard as it opens: the job you last touched, the language switch, and a tile for every tool in the app.

The property list

Below the tiles is every property you can see, worst first. Each row says how much is open, how much is past HUD's correction window, how much nobody has picked up, and how much is stuck waiting on parts, access or an approval. Open any row to work inside that property.



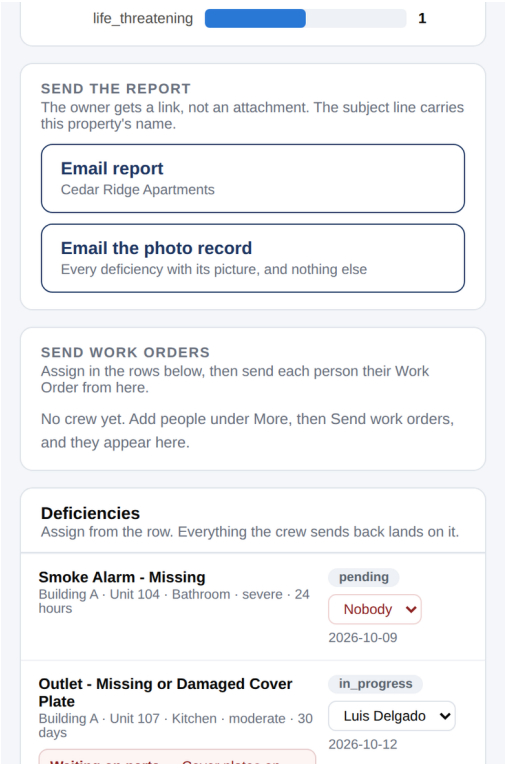
Every property you can see, worst first. The figures in red are past HUD's correction window.

Working from a property

Open a property row and the dashboard does what you used to open the job to do. **Email report** sends the finished document to one address or several - it goes as a link rather than an attachment, so it cannot bounce for size, and the subject line carries the property address, which is what an owner with six buildings needs to tell one from another. The link expires; sending it again makes a new one. On a REAC NSPIRE property there is a second button, **Email the photo record**, for the picture document. A home inspection does not have one, and that is not an omission: its photographs print inside the report itself, so there is no separate document to send.

Five more things on this screen

1. **Carry on with your last inspection** - the job you touched most recently, one tap. It is the most common reason anybody opens the app, and it used to mean going back to Your Inspections and finding it.
2. **Work still on this device** - a warning when something you recorded has not reached the server yet. It is the one state that actually loses a day, and it is why a report can come out short: the document is built on the server from what has reached it. It appears only when there is something to say, never as a standing “0 unsent”.
3. **Your plan** - shown only inside the last fourteen days before it ends. A subscription that lapses while you are in a crawlspace is the worst possible moment to find out, and a permanent billing banner on the screen you work from every morning is an advertisement.
4. **Find a property** - a search box, once you have more than eight. It filters as you type and never leaves the device.
5. **Since you last looked** - what your crew finished and what they handed back in the last seven days. Dated from when the server heard, not from the date somebody typed on the job, because “since I last looked” is a question about when the system knew.

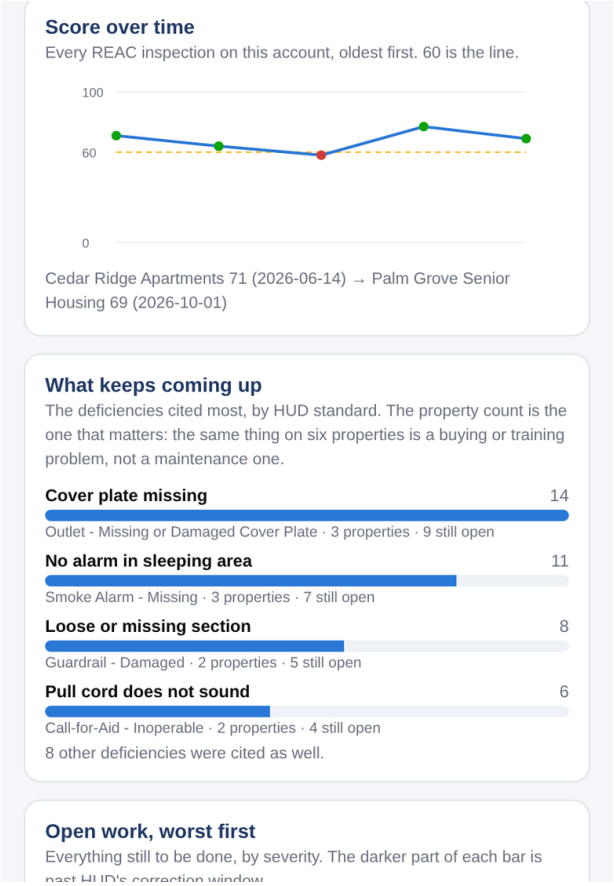


Open a property and the report goes out from here. On a REAC NSPIRE job there is a second button for the photo record.

The four charts

The charts sit below the property list. The list is what somebody opens this screen for every morning; the charts are what they read once a week, and four of them above the fold pushed the morning's work off the bottom of a phone. **Score over time** plots one point for every REAC NSPIRE inspection on the account, oldest to newest, with 60 drawn across it because that is the line between passing and failing. It is the same number the report prints. **What keeps coming up** lists the ten deficiencies cited most, by HUD standard, with how many separate properties each one turned up on. That property count is the point: the same defect forty times on one property is a maintenance problem, while the same defect once each on six properties is a purchasing or a training problem. **Open work, worst first** shows everything still to be done by severity, with the part already past its correction window marked inside the same bar. **How long it has been sitting** counts from the day the inspection found the deficiency, not from the day somebody typed it in, so late data entry cannot flatter the figure. A brand-new account sees no charts at all rather than empty ones. They appear as soon as there is something to draw.

→ Video: the Master Dashboard, start to finish
https://youtu.be/vtwFQXchCA8



The charts sit below the list: the score over time, what keeps coming up, open work by severity, and how long it has been sitting.

CHAPTER 20

Property templates: build it once

If you inspect the same property more than once, you should only have to lay it out once. A **property template** is its buildings, floors and units saved under a name. Pick it on the next job and every place is already there. On the Master Dashboard, **Prepare a property** builds one and **Your saved templates** renames or deletes the ones you have.

Three ways to build one

1. **Type the numbers.** Twelve buildings, four floors each, twenty-four units a floor is 528 places, laid out in seconds, with unit 201 on the second floor where it belongs.
2. **Build one building and copy it.** If every building has the same layout, build the first and the app offers to create the rest as copies. Give it the next building number and keep going. The property name and address come across with them.
3. **Use the spreadsheet.** Download it, fill in your own numbers, save it and upload it.

The spreadsheet

It has three tabs. The first explains how to fill it in. The second is a worked example with data already in it. The third is yours, and it has three columns: **building**, **floor**, **unit**. Nothing else is needed. The file is read on your own device. It is never uploaded anywhere. If you open a tab other than the property tab the app says so rather than reading the wrong sheet, and a file it cannot read at all tells you why instead of failing silently.

CHAPTER 21

Sub-offices, and sharing your wording

What a sub-office is

A **sub-office** is a second location on the company account - a regional manager, a property manager, a maintenance supervisor. They see reports and send work orders, and they do not record inspections. A sub-office takes no inspector seat. Sub-office accounts become available once the company holds enough inspector seats. Add one from **Your company** on the Master Dashboard, the same way you add an inspector.

What the front office cannot do

The front office can see every inspector's work, assign it and send it out. It cannot change what an inspector found - not the status, not the severity, not the notes. That report carries the inspector's name and the inspector's license. Correcting a misspelled street or a client's telephone number is paperwork and stays allowed; those edits are recorded.

Sharing a narrative with your inspectors

Your narrative library is your own wording, reused. If you are the account that manages the inspectors, you can now hand a narrative to all of them.

1. Open **Narrative Library** from the Master Dashboard and tap the narrative you wrote.
2. Tap **Share with my inspectors**. The panel above the button says which way it currently is, so you can always tell at a glance.
3. When you write a new one, tick **Also give this to my inspectors** on the add screen and it is shared the moment it is saved.

It appears in every inspector's library on their next sync, marked **FROM YOUR OFFICE**. Any of them can reword it or hide it for themselves - that gives them their own copy and leaves yours untouched. **Stop sharing it** takes it back from everybody who has not made their own version. An inspector cannot share wording with their colleagues; only the account that manages them can. An account with no inspectors is told so rather than shown a button that cannot work.

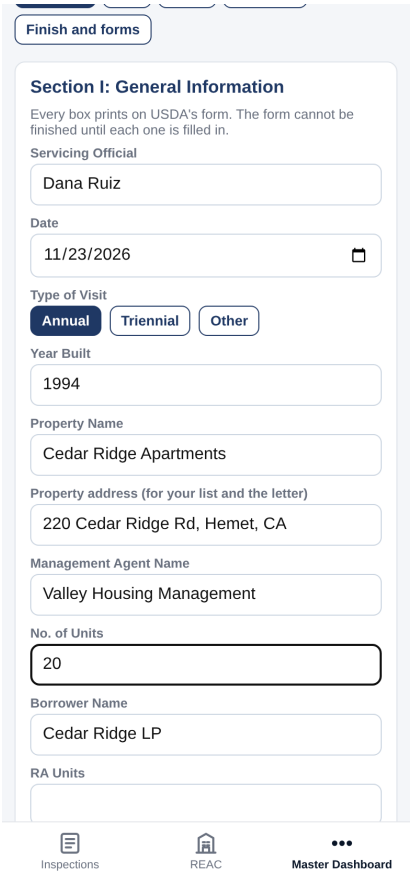
CHAPTER 22

USDA Rural Development inspections

USDA Rural Development multifamily physical inspections on Form RD 3560-11. The app fills in USDA's own form with every box marked, adds a numbered photo addendum, and writes the owner's follow-up letter. It is its own plan: $199.99 per month on its own, or $99.99 per month added to the Everything plan, with no free trial. It can also be part of a company account, and then every inspector on the team has it. Not affiliated with or endorsed by the U.S. Department of Agriculture or USDA Rural Development.

1. Start an inspection

1. On the Master Dashboard, tap **USDA Rural Development**, then **Start an inspection**.
2. **Section I**: fill in the general information - servicing official, date, type of visit, property, management agent, borrower, number of units and the rest. Every box prints on USDA's form, and the form cannot be finished until each one is filled in.
3. Choose the language of the inspection. Notes can be written in Spanish; the form always prints in English, so each Spanish note also needs its English. The pre-written write-ups fill in both.
4. **Site** covers the site and the common areas once for the property.



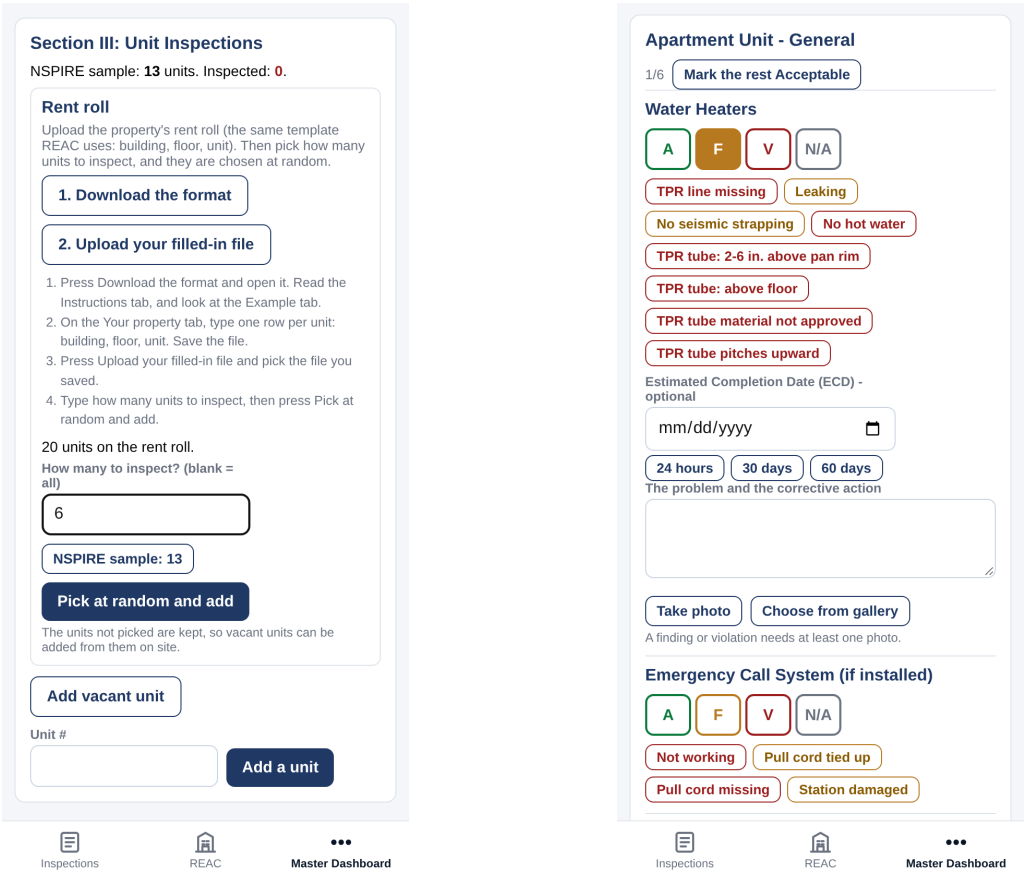
Section I of the form, filled in for an invented property.

2. Units: the rent roll and the sample

The number of unit pages comes from HUD's NSPIRE sample size for the property's unit count, and the app will not finish with fewer. On the **Units** tab press **1. Download the format**, fill in one row per unit (building, floor, unit), press **2. Upload your filled-in file**, type how many units to inspect and press **Pick at random and add**. Vacant units found on site can be added from the rest of the roll with **Add vacant unit**: inspected and on the form, not counted toward the sample. Several units can be selected and removed at once.

3. Rate every item

Each item is A, F, V or N/A - **What A, F, V and N/A mean (USDA's words)** opens USDA's definitions. A finding (F) or violation (V) needs a note, a photo and an Estimated Completion Date, with **24 hours**, **30 days** and **60 days** quick picks. A ready list of write-ups covers the common items. **Mark the rest Acceptable** fills in what you did not mark. Photos are numbered (S-1 for the site, U104-1 for unit 104) and the number prints in the item's comments.



The rent roll on the Units tab (left), and a finding with its write-ups and completion-date quick picks (right).

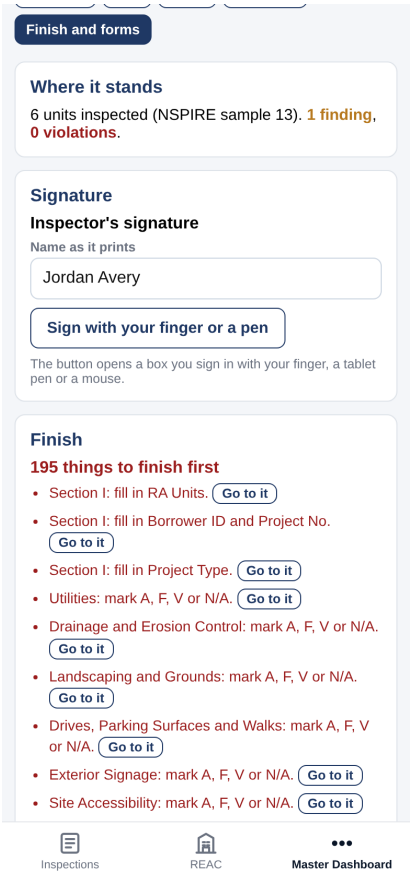
4. Last visit carried forward

Findings from the last inspection of the property come forward on the next one, and each is marked corrected or not before the form prints.

5. Finish and forms

Finish and forms shows where it stands, a list of anything still missing with **Go to it** beside each one, and the signature. Then it makes the forms: USDA's Form RD 3560-11 with Sections I and II and a Section III for each unit, continuation sheets with every note, completion date and photo number, a photo addendum grouped by unit, and the owner's follow-up letter listing every finding and violation with its completion date.

Work orders (Excel) makes a spreadsheet with every finding and violation as one row, earliest completion date first, with blank Status, Assigned to and Date completed columns - in English or Spanish - to email to the owner or manager.



Finish and forms: where it stands, the signature, and what is left to do.

CHAPTER 23

Wildfire mitigation inspections

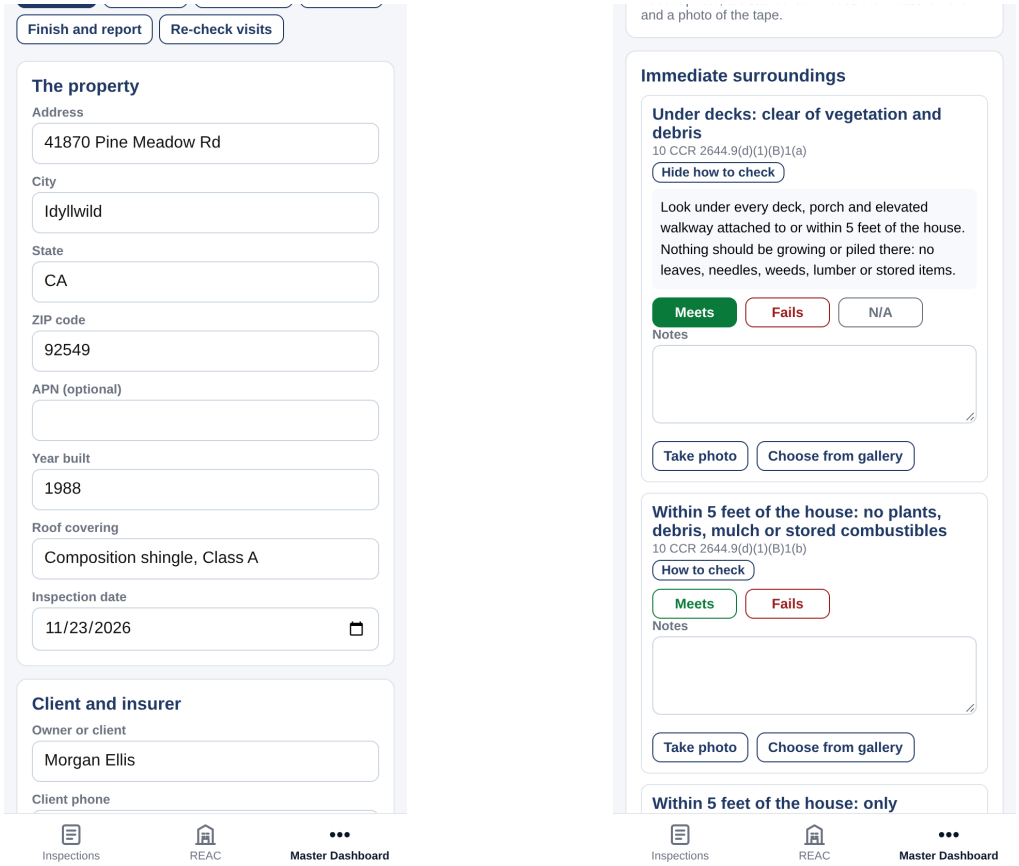
Inspect a home against California's Safer from Wildfires mitigation factors (California Code of Regulations title 10, section 2644.9) and the ember-resistant Zone 0 within 5 feet of the home (Public Resources Code section 4291), with a photo behind every answer, and hand the homeowner a report their insurer can read. It is its own plan, $29.99 per month beside any other plan, with no free trial. Not affiliated with or endorsed by CAL FIRE, the California Department of Insurance or any insurer.

1. The property

On the Master Dashboard tap **Wildfire Mitigation**, then **Start an inspection**. Fill in the property, the year built, the roof covering, the client and the insurer, and the language of the inspection.

2. The checklist

Thirteen items in three groups: the immediate surroundings, building hardening, and the Zone 0 practices. Each is **Meets**, **Fails** or N/A; Meets and Fails need a photo, and a distance item needs the measurement typed in with a photo of the tape. **How to check** opens what to look at and where on every item, and N/A asks why it does not apply.



The property (left), and an item with How to check open and marked Meets (right).

3. Community

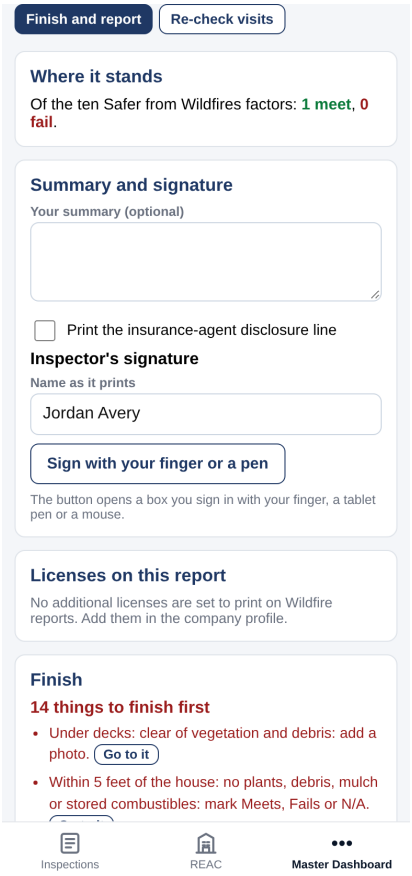
The two community designations - Firewise USA and Fire Risk Reduction Communities - are recorded here. A photo of the sign or the certificate helps.

4. Finish and report

Finish and report shows where it stands - of the ten Safer from Wildfires factors, how many meet and how many fail - then your summary, an optional insurance-agent disclosure line, your signature, and a list of anything still missing with **Go to it**. The report opens with an insurer summary of the mitigation factors, then each item in detail with the measurement, notes and photos, a What to Fix list for everything that failed, the re-check visits, the citations, the limits of the inspection and your signature. It prints in English; a note written in Spanish needs its English, and **Draft the English (needs signal)** makes a first draft for you to correct.

5. Re-check visits

Come back for what failed: **Start a re-check visit** records each fix with new photos, and the report shows what was corrected and when.



Finish and report: where it stands, the summary, the disclosure line and the signature.

CHAPTER 24

HUD 203(k) consultant projects

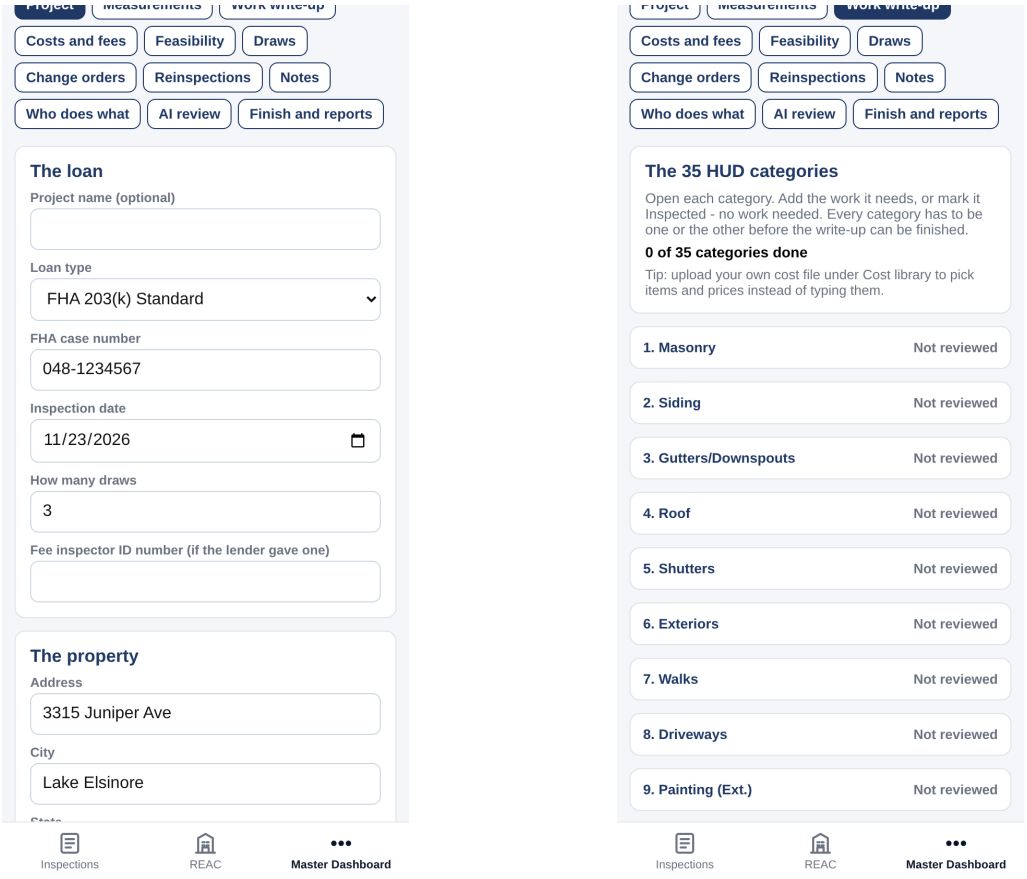
Work write-ups, feasibility studies, draws, change orders, reinspections and closeout for HUD 203(k) and renovation loans. It is its own plan, $59.99 per month beside any other plan, with no free trial. Not affiliated with or endorsed by HUD.

1. The project

On the Master Dashboard tap **HUD 203(k) Consultant**, then **Start a project**. The **Project** tab holds the loan (FHA 203(k) Standard, Limited or a conventional renovation loan, the FHA case number, how many draws), the property, the people, and the contractor's license and insurance with photos of the certificates and their expiry dates.

2. The work write-up

The **Work write-up** tab lists HUD's 35 categories. Open each one and add the work it needs, or mark it **Inspected - no work needed**; every category has to be one or the other before the write-up can be finished. Quantities come from your **Measurements**, and your own **Cost library** file lets you pick items and prices instead of typing them.



The project (left), and the 35 HUD categories of the work write-up (right).

3. Costs, feasibility, draws and change orders

Costs and fees carries the contingency reserve, the fees and the permits. **Feasibility** gives a rough cost by system against the loan maximum. At each draw, **Draws** marks how far along every line is with a photo from that visit and lays the release out the way Form HUD-9746-A does - the amount approved, the 10% holdback, the inspection fee and the net due - with the borrower, co-borrower and contractor signing on screen. **Change orders** are drawn against the contingency reserve and the app warns when they run past it. State lien waivers print in the statutory wording for the states that have one.

4. Finish and the documents

Finish and reports lists anything still missing with **Go to it**, and you sign the write-up on screen. Each document prints as a PDF in English with your letterhead and HUD 203(k) consultant ID: the Feasibility Study, the Work Write-Up and Cost Estimate, each Draw Request and Change Order, the state lien waivers, the Who Does What checklist, the Borrower's Letter of Completion and the Final Release Notice, Form HUD-92700-A, and the Closeout Report. One button downloads every document of the project as a single bookmarked PDF.

CHAPTER 25

Support and links

Questions, problems, or a feature you need: email **support@semperfiservicesolutions.com**. Include your login email and, for a report problem, the property address.

→ **Email support**
support@semperfiservicesolutions.com

→ **The app in your browser - app.semperfiservicesolutions.com**
https://app.semperfiservicesolutions.com

→ **Google Play listing**
https://play.google.com/store/apps/details?id=com.semperfihomeinspection.app

→ **Software page, pricing and videos**
https://www.californiabuildinginspections.com/inspection-software

→ **Walkthrough videos playlist**
https://www.youtube.com/playlist?list=PLJrRhVC1CiUU

→ **Privacy policy**
https://www.semperfiservicesolutions.com/privacypolicy

→ **Guide: NSPIRE voucher inspections (PDF)**
https://www.californiabuildinginspections.com/files/7ccf37_54f05ce972e547db91d01d8827de5841.pdf

→ **Guide: property management (PDF)**
https://www.californiabuildinginspections.com/files/7ccf37_cf00e9cd56cc449196aaf86ae2d96c9c.pdf

→ **Guide: Commercial PCA (PDF)**
https://www.californiabuildinginspections.com/files/7ccf37_d671aac11b7745ee84cd7ed790ad39e9.pdf

Semper Fi Home Inspections · Temecula, California · 650-489-2592 · Monday to Saturday, 8 AM to 5 PM Pacific.

If a screen will not draw

If something goes wrong the app says so in plain words instead of going blank: **This screencould not be drawn**, with **Try again** and **Back to the app**. Nothing you recorded is lost -inspections, photographs and findings are saved on the device and sync when there is a signal. At the bottom of that screen is a short **Reference** code. Send it with your message: it is the one thing that makes a fault from the field findable, and “it crashed” is not.

Watch the walkthroughs

Every walkthrough video is on our YouTube channel, with captions. They are the fastest way to learn a screen you have not used before.

→ **Semper Fi Home Inspections on YouTube**
https://www.youtube.com/@SemperFiHomeInspections

→ **All walkthrough videos (playlist)**
https://www.youtube.com/playlist?list=PLJrRhVC1CiUU

→ **Video: Pre-REAC NSPIRE, start to finish**
https://youtu.be/oxLc9bK90BE

→ **Video: the Master Dashboard**
https://youtu.be/vtwFQXchCA8

→ **Video: property templates - build a 528-unit property in seconds**
https://youtu.be/9bLQj4m3Lfw

→ **Video: work orders - sending repairs to your crew**
https://youtu.be/OOC6RXTnm0I

→ **Video: the front office, inspectors and sub-offices**
https://youtu.be/Em9dY7hmCx4