SEMPER FI HOME INSPECTIONS

USDA Rural Development Inspections

Step-by-step guide - from a new inspection to the finished Form RD 3560-11

This guide walks you through a USDA Rural Development multifamily physical inspection on real screens: the general information, the site, the units from the rent roll, rating every item, and the finished Form RD 3560-11 with its photo addendum, the owner's letter and the work orders. It works the same on a phone, a tablet or a computer. The property and people shown are invented for the guide. Not affiliated with or endorsed by the U.S. Department of Agriculture or USDA Rural Development.

App version 2.9.185 · November 2026

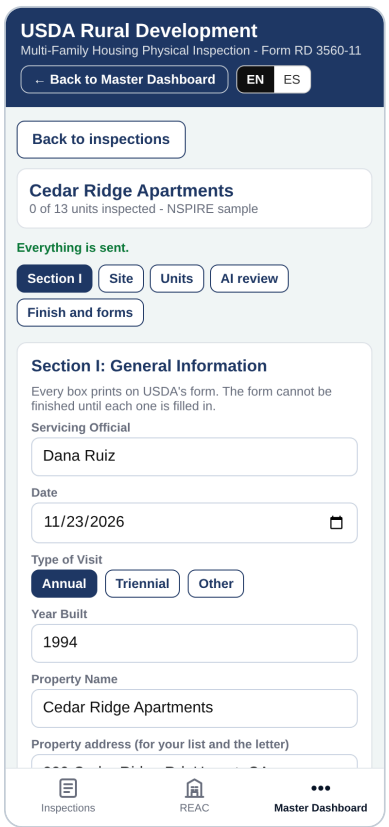
Part 1 - Start the inspection



STEP 1

Open USDA Rural Development

On the **Master Dashboard**, under USDA Rural Development, tap **USDA Rural Development Inspection**. It is its own plan. On a company account it can be part of the company plan, and then every inspector on the team has it.

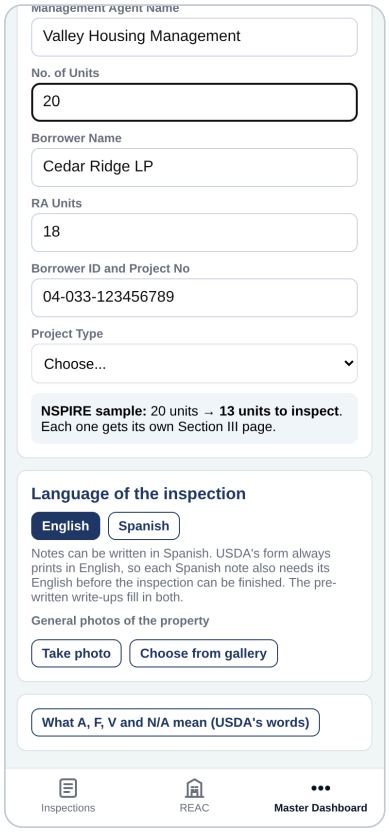


STEP 2

Section I - the general information

Tap **Start an inspection**. Fill in Section I: servicing official, date, type of visit, year built, property name and address, management agent, number of units, borrower, RA units, borrower ID and project number, and project type. Every box prints on USDA's form, and the form cannot be finished until each one is filled in.

Part 1 - Start the inspection

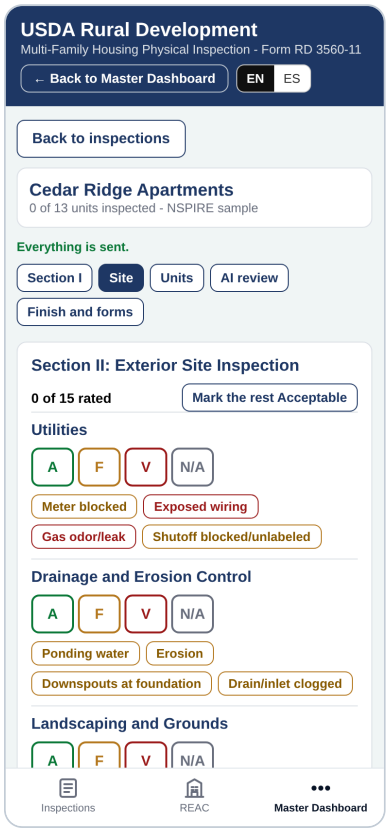


STEP 3

Language and general photos

Choose **English** or **Spanish** for the inspection. Notes can be written in Spanish; USDA's form always prints in English, so each Spanish note also needs its English. The pre-written write-ups fill in both. Add general photos of the property here.

Part 2 - The site

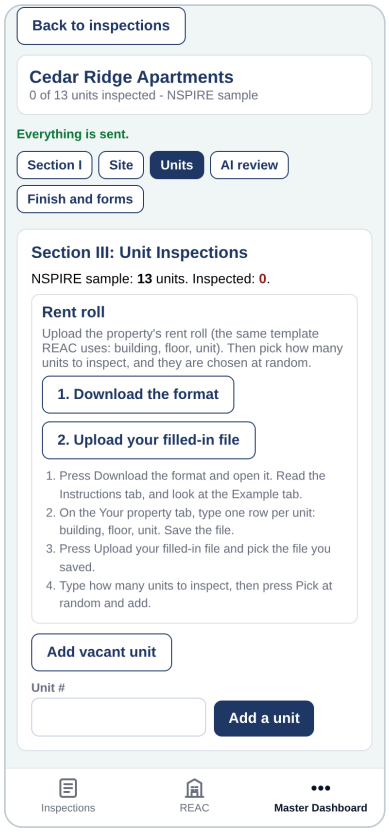


STEP 4

Section II - the site and common areas

Tap **Site**. Each item - utilities, drainage and erosion, landscaping and the rest - is **A**, **F**, **V** or **N/A**. The red and amber chips under an item are ready write-ups. **Mark the rest Acceptable** fills in what you did not mark.

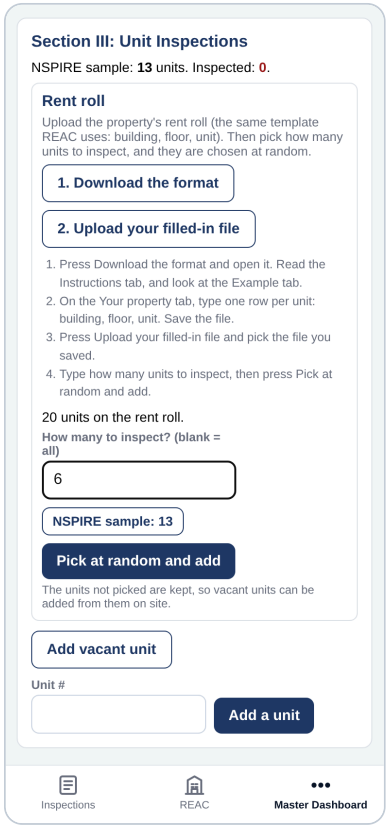
Part 3 - The units



STEP 5

Download the rent roll format

Tap **Units**. 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. Press **1. Download the format** and fill in one row per unit: building, floor, unit.

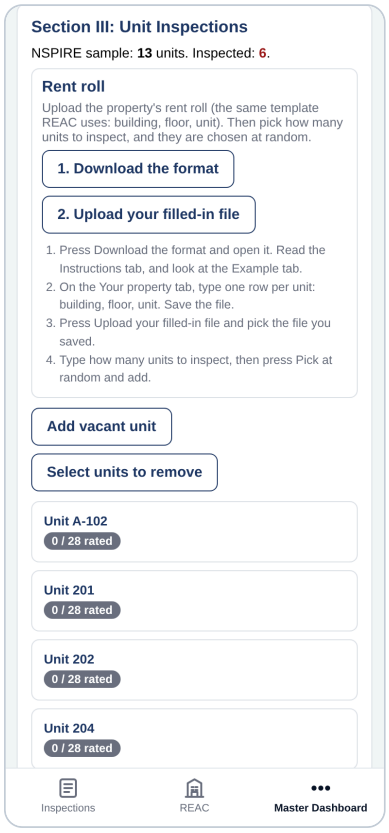


STEP 6

Upload it and say how many

Press **2. Upload your filled-in file**. The app says how many units it read. Type how many to inspect, or press **NSPIRE sample** to use the sample size.

Part 3 - The units



STEP 7

Pick at random and add

Press **Pick at random and add**. The app picks that many units at random and lists them, each with how many items are rated so far. The units not picked are kept, so vacant units can be added from them later.

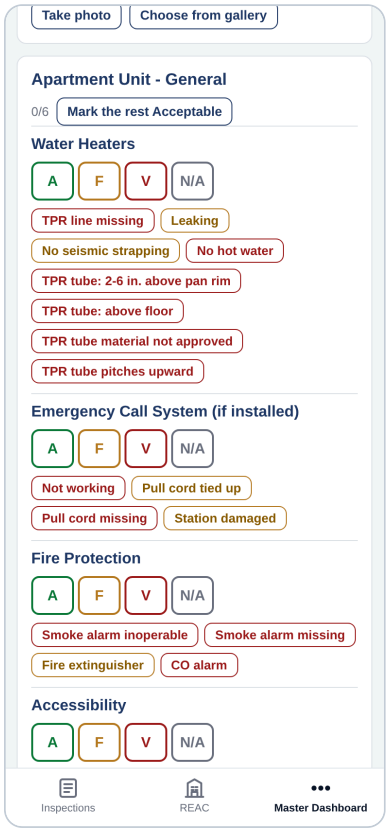


STEP 8

Vacant units and removing units

Add vacant unit adds a vacant unit found on site: tap one from the rest of the rent roll or type its number. Extra units are inspected and printed on the form, but not counted toward the sample. **Select units to remove** takes several units off at once.

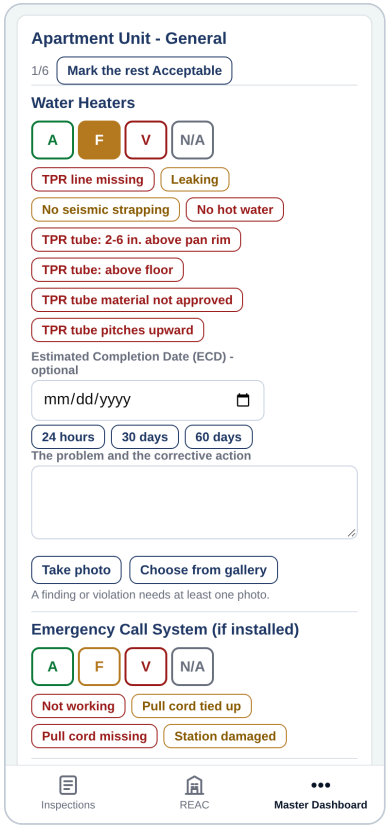
Part 4 - Rate every item



STEP 9

Open a unit

Tap a unit. Its items are grouped - water heaters, emergency call system, fire protection, accessibility and the rest - each **A**, **F**, **V** or **N/A**. **What A, F, V and N/A mean (USDA's words)** opens USDA's definitions. **Mark the rest Acceptable** finishes a unit quickly.

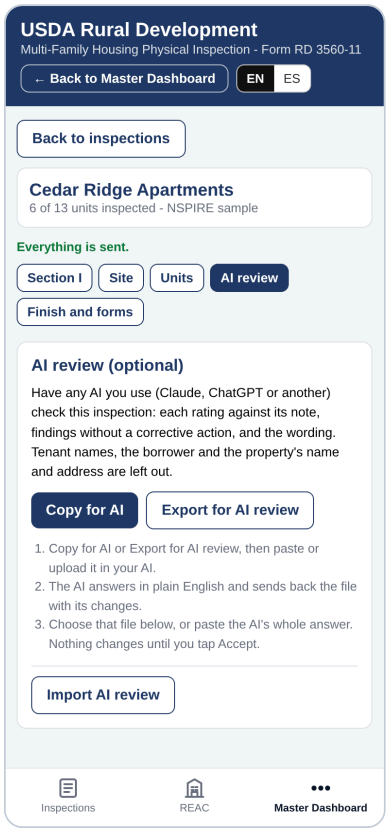


STEP 10

Record a finding or violation

Tap **F** or **V**. Tap a ready write-up or type your own problem and corrective action. Set the Estimated Completion Date, or tap **24 hours**, **30 days** or **60 days**. Take at least one photo. Photos are numbered - S-1 for the site, U104-1 for unit 104 - and the number prints in the item's comments.

Part 4 - Rate every item

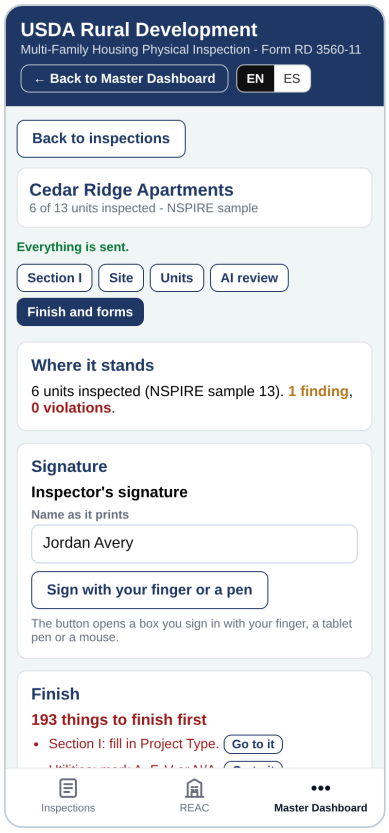


STEP 11

AI review (optional)

There is no AI in the app, but it is set up so you can easily add one of four AI accounts if you want: ChatGPT, Claude, Gemini or Grok. Add your own key in Company Profile and the app has AI capabilities. With one added, **AI review** checks each rating, note and completion date. Nothing changes until you accept it.

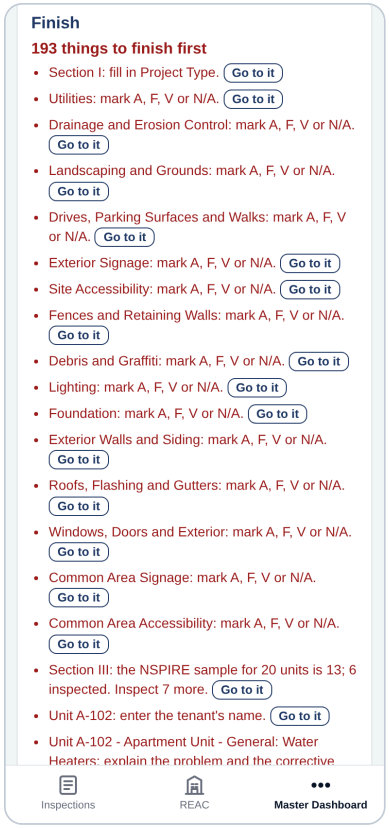
Part 5 - Finish and the forms



STEP 12

Where it stands, and your signature

Tap **Finish and forms**. It shows how many units are inspected against the NSPIRE sample, and how many findings and violations there are. Sign with your finger, a tablet pen or a mouse.

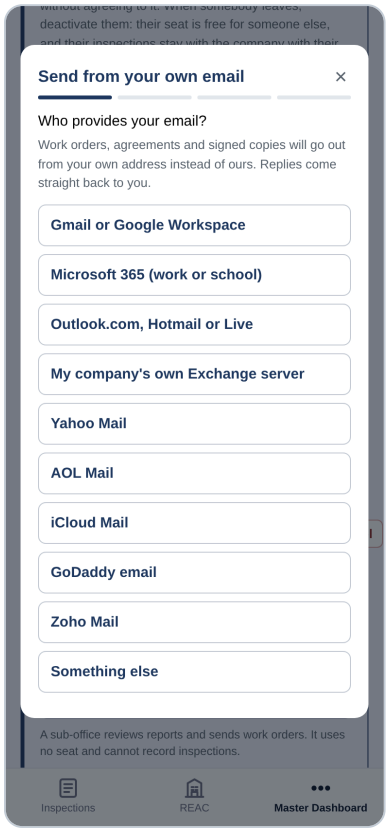


STEP 13

Finish, and what it makes

The **Finish** list shows anything still missing, with **Go to it** beside each one. Then the app makes USDA's Form RD 3560-11 - Sections I and II and a Section III for each unit - with continuation sheets, a photo addendum grouped by unit, and the owner's follow-up letter. **Work orders (Excel)** lists every finding and violation, earliest completion date first, in English or Spanish. On the next inspection of the property, the last visit's findings come forward to be marked corrected or not.

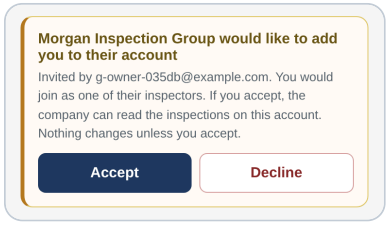
Part 6 - Your email and your team



STEP 14

Connect your email (one time)

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

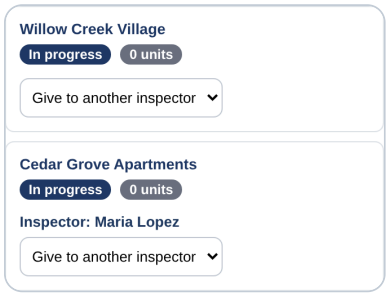


STEP 15

A company account: adding your inspectors

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

Part 6 - Your email and your team



STEP 16

A company account: give an inspection to another inspector

On a company account, the owner or front office can set up the inspection and hand it to an inspector on the team. Under each inspection in the list, open **Give to another inspector** and pick the name. It moves to that inspector's list, with their name and license on the report, and your list shows **Inspector:** and who has it. You can still open it to look, but only they can change it. To take it back, choose **Me**. Once the inspection has been started or has photos, it stays with whoever started it. Only company accounts with another inspector see this; someone working alone does not, and anyone can still email their own reports.