

# **REPORT CHECKLIST SUPPLEMENT**

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

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

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

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

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

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

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

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

**Certified Inspectors Please Note:** All Home Inspections and Inspection reports must comply with the Arizona Standards of Professional Practice.

### **DISCLAIMER**

The guidelines and checklist are merely tools to assist the applicant and/or certified home inspector in preparing a home inspection report. They are not all inclusive of or a substitute for the "Standards of Professional Practice" adopted by the Arizona Chapter of the American Society of Home Inspectors, Inc. on October 27, 2023, and adopted by the Arizona Board of Technical Registration and incorporated by reference via A.A.C.R4-30-301.01 on May 25, 2024, which are the governing standards for home inspections conducted in Arizona. To the extent that there is any conflict between the guidelines or checklist and the Standards of Professional Practice, the Standards of Professional Practice governs. \*An asterisk in the sections to follow means that it is acceptable to leave this component out of the report if it is Not Present or Not Applicable. NOTE: Items present, but not inspected must be clarified as to why they were not inspected (by request of seller, access restricted, access denied, etc.).

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

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

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

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

**2.0 Purpose & Scope (Note: if these are training inspections and you have not affiliated yourself with a firm yet, create a model page meeting these requirements.) The following five points must be included in the written agreement with the client or their authorized agent.**

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

## 4.0. Structural Components

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

- 6) Foundation- Observe and report on the foundation **type** (e.g., concrete slab on grade, concrete/masonry basement, concrete/masonry crawlspace) and the **condition** of the visible portions of the foundation (satisfactory where visible, poor, etc.) – it is not acceptable to describe the condition of the foundation as simply “not visible”.
- 7) Floor Structure- Observe and report on **type** (e.g., framed, concrete, or not determined) and **condition** to the extent it is visible at each level of the structure (satisfactory-inspection limited, poor, etc.) – it is not acceptable to describe the condition of the floors as simply “not visible”. These structural notations may be located in the structure section or the interior section of the report.
- 8) Wall Structure- Observe and report on **type** (e.g., framed, masonry, etc. or not determined) and **condition** to the extent it is visible of exterior wall structure (satisfactory-inspection limited, poor, etc.) – it is not acceptable to describe the condition of the wall structure as simply “not visible”.
- 9) Columns\*- Observe and report on **condition** to the extent it is visible of the structure columns (satisfactory-inspection limited, poor, etc.) – it is not acceptable to describe the condition of the columns as simply “not visible”.

- 10) Ceilings Structure- Observe and report on **type** (e.g., truss system, conventional framing, not determined, etc.) and **condition** to the extent it is visible of ceiling structure (satisfactory where visible, poor, etc.) – it is not acceptable to describe the condition of the roof/ceiling structure as simply “not visible”.
- 11) Roof Structure- Observe and report on **type** (e.g., truss system, conventional framing, not determined, etc.) and **condition** to the extent it is visible of roof structure (satisfactory where visible, poor, etc.) – it is not acceptable to describe the condition of the roof/ceiling structure as simply “not visible”.
- 12) Under floor crawl space\*- Observe and report on **condition** of the crawl space and its components (access, floor, walls, supports, etc.). *Note: Inspectors must enter underfloor crawl spaces except when access is obstructed, the clearance is less than a nominal sixteen inches by twenty-four inches, entry could damage the property; or when dangerous or adverse situations are suspected.*
- 13) Observation method- State how crawl space and attic were observed (not needed if dwelling has no crawl space or attic). Common examples: Viewed from access, fully accessed, partially accessed-west side blocked by possessions, etc.
- 14) Evidence of leaking\* - Observed and report on any signs of water penetration into the building or signs of condensation on building components.

## 5.0 Exterior

- 15) Wall cladding- Observe and report on **type** (e.g., stucco, wood siding, etc.) and **condition** (satisfactory, poor, etc.) of the exterior wall surface material.
- 16) Flashing and trim- Observe and report on the **condition** of the wall flashing and trim at openings and transition areas (comments on exterior flashing may be left out if no visible flashing exists at the property).\
- 17) Entry doors - Observe and report on **condition** (and operation) of all exterior doors.
- 18) Windows- Observe and report on operation and **condition** of a representative number of primary windows (may be reported in interior section or individual room description areas).
- 19) Garage doors and openers\*- Observe and report on **condition** and operation of garage vehicle doors and door operators by manual means or by using permanently installed controls.
- 20) Garage door safety features\*- Observe and report on **condition** of garage door automatic opener safety features (including equipment photo-eye sensors and auto-reverse reaction)
- 21) Decks, balconies, stoops, steps, areaways, railings and porches, \*- Observe and report on **condition**.
- 22) Eaves, soffits and fascia\*- Observe and report on **condition**.
- 23) Vegetation\*- Observe and report on any adverse impact on the building.
- 24) Grading, drainage- Observe and report on **condition** and any adverse impact on the building.
- 25) Patio, walks, driveway- Observe and report on **condition** and any adverse impact on the building.
- 26) Retaining walls\*- Observe and report on **condition** and any adverse impact on the building.

## 6.0 Roofing

- 27) Roof coverings- Observe and describe covering **type** (e.g., shingle, tile, rolled composition, etc.) and report on **condition**.
- 28) Drainage systems\*- Observe and report on **condition** of any visible drainage systems.
- 29) Flashings- Observe and report on **condition** of visible roof flashing details.
- 30) Penetrations - Observe and report on **condition** of visible roof penetrations.
- 31) Skylights\* and chimneys\*- Observe and report on **condition** (may report by making no comments in the report if no skylights or chimneys exist).
- 32) Evidence of leaking\*- Observe and report on evidence of leakage and/or abnormal condensation (may be noted in the roof, attic or interior sections).
- 33) Method used to observe- Describe method used to observe the roof. (e.g., walked, viewed from ladder, fully viewed, partially viewed, etc.).

## 7.0 Plumbing

- 34) Interior supply/ distribution piping- Observe and report on visible **type** of materials (must describe type of piping material specifically, e.g., copper, polybutylene, galvanized, etc. – not simply plastic or metal) and **condition** to the extent the piping is visible.
- 35) Supports, insulation- Observe and report on **condition** of all visible supports and insulation (e.g., displaced, damaged, missing, not required, etc.).
- 36) Fixtures, faucets- Observe and report on **condition** and operation of all fixtures and faucets (may be reported in plumbing section or individual room description areas).
- 37) Functional flow- Observe and report on the supply system functional flow (volume, not pressure) and describe the method used to determine or have the term functional flow in the report.
- 38) Water supply leaks\*- Observe and report on any evidence of supply side leaks.
- 39) Cross connections\*- Observe and report on the presence of any potential cross connections (e.g., dishwasher high-loop, missing anti-siphon protection, etc.).
- 40) Waste and vent piping system- Observe and report on visible **type** of materials (must describe type of piping specifically, e.g., ABS plastic, galvanized, etc. – not simply plastic or metal) and **condition**, including drain traps, waste and vent piping, and sump pumps (waste and /or storm-water) to the extent the systems are visible.
- 41) Drain leaks\*- Observe and report on any evidence of leakage of the waste system piping.
- 42) Functional drainage- Observe and report on the waste system functional drainage and describe method used to determine or have the term functional drainage in the report.
- 43) Water heating equipment and operating controls - Observe and report on water heater **type** (e.g., gas, electric, solar, etc.) and **condition** (operational, inoperative, etc.) as well as **condition** of normal operating controls.

- 44) Automatic safety controls- Observe and report on presence and visible **condition** (\*TPR valve, thermocouple, over current protection device, etc.). *Note-Inspectors are not required to operate automatic controls to determine visual conditions.*
- 45) Chimneys, flues and vents\*- Observe and report on **condition** (required if dwelling has a gas water heater- report on flues and combustion air ventilation).
- 46) Fuel storage and fuel distribution system and supports\*- Observe and report on **condition** of all interior fuel storage, venting, fuel piping and supports where visible.
- 47) Drainage Sump & Waste Ejector Pumps\* - Observe and report visible **condition** of any drainage sump pump equipment and waste ejector pump equipment.
- 48) Jetted Bathtubs\* - Observe and report on **condition** and **operation** of jetted bathtubs (including presence and condition of GFCI protection)

## 8.0 Electrical

- 49) Service type- Observe and report on its **type** (e.g., overhead/underground).
- 50) Service entrance conductors- Observe and report on **condition** of main service entry conductors. Note - Inspector may report condition as not visible if visibility is restricted.
- 51) Service ground- Observe and report on the **presence** and the **condition** of the system visible grounding.
- 52) Main overcurrent device- Observe and report on **locations** and **condition** of a main overcurrent protection devices (main disconnect).
- 53) Main and distribution panels- Observe and report on panel **locations** and **conditions**.
- 54) Service amperage/voltage- Report on the service amperage and voltage rating.
- 55) Branch circuit conductors- Observe and report on **type** and **condition**.
- 56) Overcurrent protection devices- Observe and report on visible **conditions** of overcurrent protection devices. Note- inspectors are not required to test or operate any electrical disconnect or overcurrent protection device, including AFCI devices, to determine visible conditions
- 57) Compatibility- Observe and report on **condition** (e.g., report when breakers or fuses are oversized). It is not acceptable to report the panels as simply satisfactory to address compatibility.
- 58) Lights, switches- Observe and report on operation and **condition** on a representative number of installed lighting fixtures (may be reported in electrical section or individual room description areas).
- 59) Receptacles, polarity, ground- Observe and report on operation and **condition** of a representative number, including adverse conditions such as reverse-polarity, open neutrals, or improper grounding (Receptacle locations include inside the house, garage and on it's exterior walls).
- 60) Ground fault and Arc fault circuit interrupters- Observe and report on presence or absence of GFCI and AFCI protection as well as operation and **condition** of all readily accessible GFCI devices – excluding GFCI equipment integral within overcurrent protection devices.
- 61) Smoke Alarms- Observe and report on the **presence** or **absence** of smoke detectors. Note -Inspectors are not required to test smoke detector/alarms.

62) Carbon Monoxide [CO] Alarms- Observe and report on the presence or absence of CO detectors when applicable (including any structure containing gas piping, gas appliances or attached garage). Note -Inspectors are not required to test CO detector/alarms.

## 9.0 Heating

- 63) Heating equipment- Observe and report on **type** (e.g., heat pump, forced air gas, etc.) and **condition**. Note - inspectors are required to open readily openable access panels provided by the manufacturer or installer for routine homeowner maintenance)
- 64) Primary Energy source- Observe and report on **type** (e.g., gas or electric).
- 65) Operating controls (thermostat) - Observe and report on operation and **condition**.
- 66) Automatic safety controls- Observe and report on presence and visible **condition** (e.g., limit switches, thermocouple, etc. on gas units and over current protection on electric units).
- 67) Chimneys, flues and vents\*- Observe and report on **condition** (required if dwelling has a gas heater - report on flues and vents as well as combustion air ventilation).
- 68) Distribution system- Observe and report on **type** and **condition** (radiator, ducts, etc.) - not required to describe materials.
- 69) Air filters- Observe and report on **condition**. It is not acceptable to describe the filter condition as simply “present” or “in place”.
- 70) Solid fuel heating devices\* - observe and report on **type** (fireplace, wood stove, pellet stove, etc.) and **condition** of solid fuel heating systems as well as related components (including but not limited to installed accessories, dampers, mantels, hearth, floor protection and wall protection).
- 71) Heat source- Observe and report on **installed heat source presence in habitable spaces** (report must contain a reference to heating source presence in each habitable space) - may be reported in individual room description areas.

## 10.0 Cooling

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

- 72) Cooling equipment- Observe and report on **type** (e.g., heat pump, air conditioner, evaporative cooler) and **Condition** of installed cooling equipment. Note - inspectors are required to open readily openable access panels provided by the manufacturer or installer for routine homeowner maintenance.
- 73) Energy source- Observe and report on **type** (e.g., gas or electric).
- 74) Operating controls (thermostat) - Observe and report on **condition**.
- 75) Distribution system- Observe and report on **type** (ducts, etc.) and **condition** - not required to describe materials.
- 76) Air filters- Observe and report on **condition**. It is not acceptable to describe the filter condition as simply “present” or “in place”.
- 77) Cooling source- Observe and report on **installed cooling source presence in habitable spaces** (report must contain a reference to cooling source presence in each habitable space) - may be reported in individual room description areas.

## 11.0 Interiors

- 78) \_\_\_\_\_ Walls, ceilings, floors- Observe and report on **condition** at visible areas.
- 79) \_\_\_\_\_ Steps, stairways, balcony and railings- Observe and report on **condition**.
- 80) \_\_\_\_\_ Counters, cabinetry- Observe and report on **condition** of counters and a representative number of cabinets.
- 81) \_\_\_\_\_ Doors- Observe and report on operation and **condition** of a representative number of interior doors (may be reported in interior section or individual room description areas).
- 82) \_\_\_\_\_ Windows- Observe and report on operation and **condition** of a representative number of primary windows (may be reported in interior section or individual room description areas).
- 83) \_\_\_\_\_ Fire separation components\*- Observe **conditions** of separation walls, ceilings, and doors between a dwelling unit and an attached garage or another dwelling unit.
- 84) \_\_\_\_\_ Installed appliances\*- Observe and report on **conditions** of installed ovens, ranges, surface cooking appliances, microwave ovens, dishwashing machines and food waste grinders by using *normal operating controls* (to activate the primary functions)
- 85) \_\_\_\_\_ Evidence of leaking\* - Observe and report signs of water penetration into the building or signs of abnormal or harmful condensation on building components
- 86) \_\_\_\_\_ Fire egress\* - Report on absence of secondary fire egress from bedrooms.

## 12.0 Insulation, Ventilation

- 87) \_\_\_\_\_ Insulation- Observe and report **type** of visible insulation (e.g., fiberglass, cellulose, etc.) and **condition** (e.g., depth/thickness, displaced, damaged, missing). Note - It is not acceptable to describe the form of insulation as a means for type (loose, batt, blanket, etc.)
- 88) \_\_\_\_\_ Vapor retarder\*- Observe and report on **condition** (e.g., displaced, damaged, missing, not required, etc.).
- 89) \_\_\_\_\_ Attic ventilation- Observe and report on presence and **condition**.
- 90) \_\_\_\_\_ Under floor crawl space ventilation\*- Observe and report on presence and **condition**.
- 91) \_\_\_\_\_ Kitchen ventilation\*- Observe and report on kitchen ventilation **condition**.
- 92) \_\_\_\_\_ Bathroom ventilation- Observe fan or window and report on operation and **condition**.
- 93) \_\_\_\_\_ Laundry ventilation- Observe and report on presence and **condition** (dryer venting) to the extent it is visible. Dryer venting evaluation shall include visible sections from the clothes dryer to the exterior of the building. Observe and report on **condition** of laundry area ventilation.

### 13.0 Pool & Spa

Note: These Standards are only required when an inspection is performed on swimming pools and spas installed at a property with a single-family residential structure. (Swimming pool/spa is defined as a contained body of water that is eighteen inches or more in depth at any point and this is intended for swimming or immersion.)

- 94) Type of Pool and/or Spa - Describe the primary **type** of Pool and/or Spa (e.g. above ground, below ground, pool/spa combination, separate pool and spa units).
- 95) Interior Finish Materials - Observe and report on **type** and visual **condition** of the interior finish (e.g. plaster, pebble-surface, fiberglass, vinyl liner, tile).
- 96) Decks, Steps, Coping - Observe and report on **condition** of the pool and/or spa deck, the internal steps and seats and external steps and ladders, the coping for below ground pools and spas including the perimeter tile trim and the grout seam between the coping and the pool structure or free-standing spa skirting.
- 97) Filters- Observe and report on the **type** of the filters (e.g. diatomaceous earth, sand, cartridge) and the visual **condition** (e.g. leaking, not properly supported).
- 98) Cross Connections\*- Observe and report on the presence of any potential cross connections (e.g. missing anti-siphon valve for self-leveling automatic filling water supply).
- 99) Equipment - Observe and report on the **condition** of pumps, motors, blowers, skimmers, drains, gauges, visible piping and valves (e.g. operating, non-responsive, leaking, broken, excessively noisy, backwash valve broken).
- 100) Components - Observe and report on the **condition** of electrical conduits, automatic safety controls, and components as well as **condition** and **operation** of underwater lighting, ground-fault circuit interrupters and timer assemblies (e.g. operational, inoperable, terminal shields missing at timer boxes, missing service disconnects).
- 101) External Bonding - Observe the **presence** and **condition** of the external bonding of pump motors, blowers, heaters, and other applicable equipment.
- 102) Heaters\* - Observe and report on the **type of energy source** (e.g. electric, gas, heat-pump, or solar energy source) and **condition** of the pool and/or spa heaters (e.g. operable, inoperable, excessively rusted, debris collecting on burners).
- 103) Cleaning Systems\* - Observe and report on the **type** (e.g. in-floor pop-ups, side-wall whips, suction head type, pressure head type) of any installed cleaning systems.
- 104) Handrails, ladders\* - Observe and report on the **condition** of permanently installed handrails and ladders (e.g. secure, excessively rusted or weathered, loose, damaged).
- 105) Child safe barriers - Observe and report on the **type** (e.g. fencing with self-closing/self-latching gates, pneumatic door closers, alarms) and **condition** (e.g. adjustment needed, excessive sized opening) of child safe barriers or *report on the absence* of child safe barrier provisions.
- 106) Entrapment Prevention Components – Observe and report the **presence** of entrapment prevention components (e.g. anti-entrapment drain covers).