

# HOME INSPECTOR

## INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR CERTIFICATION

**KNOWINGLY MAKING A FALSE STATEMENT IN CONNECTION WITH YOUR APPLICATION MAY BE CAUSE FOR DENIAL OF YOUR APPLICATION.**

Please review the Arizona Board of Technical Registration (AZBTR) **Rules** and **Statutes** on the website carefully. They establish the requirements for certification, define limits of practice, rules of professional conduct and explain Board procedures. It is very important that you become thoroughly familiar with the Statutes and Rules and Standards of Professional Practice. A violation of any of the provisions of the law or rules may be cause for disciplinary action against a registrant.

- Complete each section of the application packet by following the instructions on each form.
- The information on this website provides answers to the most frequently asked application related questions. All requests for information relating to your application status should be made **in writing and sent to Board staff.**

**Mail the application to the AZBTR office at: 1110 W. Washington Street, Suite 240, Phoenix, AZ 85007.**

Once the AZBTR receives a properly completed application, an application number will be assigned and a file established. **No refunds** will be made. It is your responsibility to ensure that your application is correct and complete.

**A completed application includes the following:**

- Application with all questions answered, signed and dated
- A signed check or money order in the amount of \$175.00 for the application and initial registration fee (\$100 application fee + \$75 initial registration fee) made payable to the Arizona Board of Technical Registration.
- A copy of the front and back of applicant's DPS issued fingerprint clearance card.
- A copy of examination results from the National Home Inspector Examination. Successful completion of the exam must occur within two years of application submission in accordance with R4-30-247(1);
- Proof of completion of an approved training program showing a minimum of 84 hours of training in accordance with R4-30-247(5). (Training programs must be offered at facilities licensed by the AZ State Board for Private Postsecondary Education or have an accreditation recognized by the United States Department of Education or by the Distance Education Accrediting Commission (DEAC));
- Completed, signed and dated "Arizona Statement of Citizenship" form and supporting documentation
- Military status form
- Signed and dated Notice to Home Inspectors
- Certification of Experience form completed by each Certified Home Inspector who completed parallel inspections with applicant
- If you have had any license or registration disciplined in Arizona or another jurisdiction within 5 years from the date of application, you must provide a copy of the Order. If you have been charged or convicted of a criminal offense within 5 years from the date of application, you must provide an explanatory statement and supporting documentation.

- Log of 30 parallel inspections, with complete addresses and signature and certification number of each parallel inspector, that meet the standards in R4-30-301.01. *Please reference ARS 32-101(B)(17) regarding definition of Home Inspection.* Must have an affirmation form signed by each parallel inspector to be included with your submitted parallel inspection log. Logged parallel inspections completed with a parallel inspector who does not meet the Board's requirements per R4-30-102(2) will be rejected and the applicant will be responsible for obtaining new parallel inspections for each rejected inspection.
- Please do not submit a home inspection report or checklist with your application. After receiving your application, Board staff will randomly choose a home inspection from your submitted 30 Parallel Inspection log and request that you submit the home inspection report and Report Checklist Supplement for evaluation. You must submit your home inspection report to Board staff within 10 business days or your application will be considered incomplete. Emailed submissions are accepted.

An application is not considered "administratively complete" until all verifying documentation is received. You will receive a notice from the Board via regular mail and/or electronic mail when your application is received and administratively reviewed. If you do not receive a confirmation within 60 days, you are welcome to contact your Licensing Specialist by email. Please refer to the "Contact Us" "Staff" section on the website to obtain the email for your assigned Licensing Specialist. Application assignments are made based on the first letter of the applicant's last name. Upon receipt by the Board of the required documentation, your application will proceed to the substantive review where it shall be evaluated.

Please refer to:

- A.R.S. §32-122.02
- A.A.C. R4-30-247(1)
- A.A.C. R4-30-247(5)
- A.A.C. R4-30-301(1)

Additional information:

**Pursuant to A.R.S. § 32-122.01(B):** Within sixty days after certification and before any fee-based home inspection is performed, a home inspector certified pursuant to this chapter shall file one of the following financial assurances pursuant to rules recommended by the home inspector rules and standards committee and adopted by the board:

1. Errors and omissions insurance for negligent acts committed in the course of a home inspection in an amount of \$200,000 in the aggregate and \$100,000 per occurrence.
2. A bond that is retroactive to the certification date in the amount of \$25,000 or proof that minimum net assets have a value of at least \$25,000.



State of Arizona
BOARD OF TECHNICAL REGISTRATION

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APPLICATION FOR HOME INSPECTOR CERTIFICATION

PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK

APPLICATION & INITIAL REGISTRATION FEE \$175.00
Please submit a check or money order made payable to the Arizona Board of Technical Registration

1. GENERAL INFORMATION

Name: Last First Middle
Date of Birth: Social Security # (mandatory)
Citizenship or Legal Residence:
Residence Address: Apt/Suite/Unit
City, State, Zip: Tel. #
Mailing Address:
Mailing City, State, Zip:
Business Name:
Business Address: Suite
City, State, Zip: Tel. #
Primary Email:
If you have been legally known by another name(s) list here with explanation and provide documentation:

2. BACKGROUND/DISCIPLINE

If the answer to any of the following questions is "yes," please attach a detailed explanatory statement (use additional sheets if necessary) and related official documentation. The board will verify your answers by searching public records databases and if it learns that you answered any of the following questions incorrectly you may be denied registration in Arizona.

Please refer to the "Important Notice to Applicants" in the Instructions.

- 1. Within 5 years from the date of application, have you been the subject of professional disciplinary action, including license denial, or do you now have such action pending against you in any state or jurisdiction (including Arizona)? Yes No
2. Have you been convicted of a criminal offense, including a misdemeanor such as a DUI within 5 years from the date of application? Even if on appeal, you must disclose. ("Set aside" or "expunged" convictions and "no contest" or "nolo contendere" pleas MUST be reported) Yes No

Internal Use Only

Receipt Number: Amount Paid:

Criminal History Check Completed
No Further Action Required
Further Information Required
Initials:
Date:

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

**3. PREVIOUS HOME INSPECTOR REGISTRATION/CERTIFICATION**

(Issued by any state)

State	Year Registered	Registration #	Active / Canceled

**4. NATIONAL EXAMINATION**

Successful completion of the National Home Inspector Examination as administered by the Examiners Board of Professional Home Inspectors (EBPHI).

(Include a copy of exam results)

Date completed \_\_\_\_\_

**5. HOME INSPECTOR TRAINING COURSE**  
(Include a copy of completed training certificate)

Name of Course	# of Hours Completed	Date Completed

**6. CERTIFICATION/RELEASE**

I certify the information contained in this application is accurate, true and complete to the best of my knowledge.

**Making a false unsworn statement is a misdemeanor punishable by fine or imprisonment. A.R.S. 13-2704.**

Applicants Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Arizona Revised Statutes ("A.R.S.") 41-1030(B) states that "[a]n agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition."  
A.R.S. 41-1030(D) states that "[t]his section may be enforced in a private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section." A.R.S. 41-1030(E) states that "[a] state employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy."  
A.R.S. 41-1030(F) states that "[t]his section does not abrogate the immunity provided by section 12-820.01 or 12-820.02."  
Pursuant to section 41-1093.01, Arizona Revised Statutes, an agency shall limit all occupational regulation to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety or welfare concern.  
Pursuant to sections 41-1093.02 and 41-1093.03, Arizona Revised Statutes, you have the right to petition this agency to repeal or modify the occupational regulation or bring an action in court of general jurisdiction to challenge the occupational regulation and to ensure compliance with section 41-1093.01, Arizona Revised Statutes.  
Pursuant to Section 32-4302, Arizona Revised Statutes, a person shall be granted an occupational or professional license or certificate if the person has been licensed or certified in another state for at least twelve months, the license or certificate is in the same discipline and at the same practice level as the license or certificate for which the person is applying in this state and the person meets other conditions prescribed by Section 32-4302, Arizona Revised Statutes.

## NOTICE FOR HOME INSPECTORS

**Please carefully read this document before signing and returning it with your application.**

In answering questions 1 and 2 in Section 2, Background/Disciplinary on the application, please note the following:

- If you answer "yes" to either of the questions, you must provide a detailed written explanation regarding the facts and circumstances surrounding the incident and include supporting official documentation.
- If you answer "yes" to question 1, you must have supporting documentation sent directly to the Board. (Board disciplinary orders, Board complaint, order of registration or certification, etc).
- You must answer "yes" to question 2 even if you pled "no contest" or "nolo contendere" to the felony or misdemeanor charges, and even if the conviction has been set aside or expunged - regardless of what you have been advised in the past.
- False or misleading answers regarding any information provided to the Board of Technical Registration as part of your request for registration or certification may result in denial of your application.

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Applicant signature

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Date

**ARIZONA STATEMENT OF CITIZENSHIP AND  
ALIEN STATUS FOR STATE PUBLIC BENEFITS**  
Arizona State Board of Technical Registration

A.R.S. § 41-1080 provides that, with certain exceptions, an agency or political subdivision of this state shall not issue a license to an individual if the individual does not provide documentation of citizenship or alien status by presenting documentation to the agency or political subdivision indicating that the individual's presence in the United States is authorized under federal law.

Directions: All applicants must complete Sections I, IV and either Section II or III.

**SECTION I - APPLICANT INFORMATION**

APPLICANT'S NAME (Print or type) \_\_\_\_\_ DATE \_\_\_\_\_

TYPE OF APPLICATION (check one):     INITIAL APPLICATION     RENEWAL

TYPE OF LICENSE \_\_\_\_\_

**SECTION II – I am Providing Documentation Pursuant to ARS 41-1080(A)**

Please indicate below which document you are providing to the Board. Pursuant to ARS 41-1080(E), if the document you provide to the Board does not include a photograph, you will be required to provide a government issued document that does contain your photograph in addition to the document you are submitting to the Board pursuant to ARS 41-1080(A). Please provide a copy of the document(s) with your application.

- 1. An Arizona driver license issued after 1996 or an Arizona nonoperating identification license.
- 2. A driver license issued by a state that verifies lawful presence in the United States.
- 3. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
- 4. A United States certificate of birth abroad.
- 5. A United States passport.
- 6. A foreign passport with a United States visa.
- 7. An I-94 form with a photograph.
- 8. A United States citizenship and immigration services employment authorization document or refugee travel document.
- 9. A United States certificate of naturalization.
- 10. A United States certificate of citizenship.
- 11. A tribal certificate of Indian blood.
- 12. A tribal or bureau of Indian affairs affidavit of birth.
- 13. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.

SECTION III – I am exempt from providing documentation pursuant to ARS 41-1080(B)

If you complete this section, you are required to provide proof to the Board validating your exemption from the requirements of ARS 41-1080(A).

I acknowledge that I am exempt from providing documentation pursuant to ARS 41-1080 for the following reason:

Pursuant to ARS 41-1080(B)(1):  
I am a citizen of a foreign country or I am currently residing in a foreign country, AND  
The benefits that are related to the license do not require me to be present in the United States in order to receive those benefits.

Please indicate the document you are providing to the Board to establish that you are a citizen of a foreign country or are residing in a foreign country. The document need not include a photograph.

Document: \_\_\_\_\_

Pursuant to ARS 41-1080(B)(2):  
I am a resident of another state, AND  
I hold an equivalent license in that state to the one I am applying for in Arizona, AND  
I seek the Arizona license to comply with Arizona’s licensing laws and not to establish residency in Arizona.

Please indicate the document you are providing to the Board to establish that you are a resident in another state and that you hold a license in that state that is equivalent to the one you are applying to in Arizona. The document need not include a photograph.

Document: \_\_\_\_\_

SECTION IV – Declarations

All applicants must complete this section. I declare under penalty of perjury under the laws of the state of Arizona that the answers I have given are true and correct to the best of my knowledge.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

FOR RENEWAL APPLICATIONS ONLY:

Pursuant to ARS 41-1080(C), if you have affirmatively established citizenship of the United States or a form of nonexpiring work authorization issued by the federal government through one of the 13 documents requested in Section I, on renewal or reinstatement of a license, you are not required to provide subsequent documentation of that status.

Pursuant to ARS 41-1080(D), if, on renewal or reinstatement of a license, you hold a limited form of work authorization issued by the federal government that has expired, you shall provide documentation of that status.



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## Military Status - A.R.S. § 32-4304(A)(4)

Effective July 1, 2022, a regulating entity that issues an occupational or professional license shall “track veteran and military spouse status of applicants”. All state agencies shall report the information to the Governor’s office on an annual basis.

It is requested that you provide the following information in order for the Arizona Board of Technical Registration to comply with A.R.S. § 32-4304(A)(4):

Are you active duty military?

yes

no

I do not wish to answer

Are you a veteran?

yes

no

I do not wish to answer

Are you the spouse of an active duty military individual?

yes

no

I do not wish to answer

Are you the spouse of a veteran?

yes

no

I do not wish to answer



# Home Inspector Clearance Card Instructions

The State of Arizona Board of Technical Registration will begin requiring clearance cards with home inspector applications on August 3, 2018. Any person who applies for certification must obtain a clearance card issued by DPS. No application will be approved for certification without a valid clearance card.

## **Obtaining a clearance card**

Effective August 3, 2018, DPS will begin accepting electronic and hard copy clearance card applications. Please wait to schedule your fingerprint appointment with DPS until then.

## **Electronic application for clearance cards – Arizona in-state applications only.**

1. Apply on-line at [www.azdps.gov](http://www.azdps.gov)
2. Make your appointment to be printed using the web site.
3. Check the Box for BTR-Home Inspector (this may not be initially available. Ask DPS for an addendum).
4. Print out a copy of your application confirmation and application number
5. Keep the appointment to be printed.
6. Your application and prints will be sent to the DPS Team at the same time.
7. If you have no criminal history, the process may take 7 to 10 days after DPS receives the application. An applicant with a criminal history may take several weeks to be processed.
8. DPS will mail the clearance card to the address you provided. If you provided an email, DPS will notify you of the status of your application via email.

## **Hard Copy application for clearance cards – required for all out-of-state applicants and available to in-state applicants**

1. Call DPS at (602) 223-2279 to request a hard copy application for a clearance card. The package will be mailed to you.
2. Complete the application following the instructions provided with the package.
3. Check the Box for BTR – Home Inspector
4. Contact your local law enforcement to see if they provide fingerprinting services for the public or contact a private fingerprinting service.
5. Return the white original application form filled out correctly, completed fingerprint card with your fingerprints and with the top portion filled out correctly, and payment in one of the acceptable forms of payment made payable to DPS. Acceptable forms of payment are cashier's check, money order, or business check.
6. Keep the yellow copy of your application for your records. The Board may require you to provide a copy of the form depending the type of application submitted.
7. If you have no criminal history, the process may take 15 to 20 days after DPS receives the Application. An applicant with a criminal history may take several weeks to be processed.
8. DPS will mail the clearance card to the address you provided. If you provided an email, DPS will notify you of the status of your application via email.

## **Questions, concerns, denials for clearance cards**

Do not contact the Board with questions or concerns about the clearance card process or if your clearance card application is denied. Contact DPS at (602) 223-2279.



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## **Attention: Home Inspectors with Criminal Histories**

As of August 3, 2018, home inspector applicants **must** obtain a clearance card from DPS to apply for home inspector certification. If you have a criminal history, your application for a clearance card may be denied. If your clearance card application is denied, you can apply to the Arizona Board of Fingerprinting for a good cause exemption. The AZ Board of Technical Registration urges you to apply for your DPS clearance card well in advance of your certification application date so that you will have time to apply for and receive a good cause exemption in the event your clearance card application is denied.

**Home Inspectors who have been denied a clearance card through DPS can apply to the AZ Board of Fingerprinting for a good cause exemption. Please refer to <https://fingerprint.az.gov> for more information on the good cause exemption application.**

A delay in applying for a clearance card and good cause exemption will delay the Board's ability to process your home inspector application.



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## **R4-30-102. Home Inspection Definitions**

**1. "Parallel Inspection" means a home inspection completed by an applicant during the application process that is supervised by a certified home inspector acting as the Parallel Inspector, in the presence of no more than three other applicants. The applicant shall produce a written report for each Parallel Inspection, which the supervising certified home inspector, serving as the Parallel Inspector, shall review, analyze, correct, and return to the applicant within 10 calendar days after receiving the written report. The Parallel Inspector shall notate and instruct the applicant so that each report meets the Standards of Professional Practice for Arizona Home Inspectors. The applicant shall not perform any fee-paid Home Inspections during this Parallel Inspection period.**

**2. "Parallel Inspector" means an Arizona Certified Home Inspector who performs parallel inspections for a home inspector applicant so that the applicant can obtain a certification to conduct home inspections. A Parallel Inspector shall be in good standing with the Board and shall not have received any disciplinary action from the Board within the preceding year. The Parallel Inspector shall have been continuously certified by the Board as a Home Inspector for at least three years and shall have conducted at least 250 fee-paid home inspections in the State of Arizona. The Applicant shall provide a signed Affirmation form from the Parallel Inspector affirming that the Parallel Inspector has met this criteria to the Board with the application for certification.**

**ARS 32-101 "Home Inspection" means a visual analysis for the purposes of providing a professional opinion of the building, any reasonably accessible installed components and the operation of the building's systems, including the controls normally operated by the owner, for the following components of a residential building of four units or less:**

- (a) Heating system.**
- (b) Cooling system.**
- (c) Plumbing system.**
- (d) Electrical system.**
- (e) Structural components.**
- (f) Foundation.**
- (g) Roof covering.**
- (h) Exterior and interior components.**
- (i) Site aspects as they affect the building.**
- (j) Pursuant to rules adopted by the board, swimming pool and spa.**







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## **Parallel Inspector Affirmation**

### **A.A.C. R4-30-102(1)**

*“Parallel Inspection” means a home inspection completed by an applicant during the application process that is supervised by a certified home inspector acting as the Parallel Inspector, in the presence of no more than three other applicants. The applicant shall produce a written report for each Parallel Inspection, which the supervising certified home inspector, serving as the Parallel Inspector, shall review, analyze, correct, and return to the applicant within 10 calendar days after receiving the written report. The Parallel Inspector shall notate and instruct the applicant so that each report meets the Standards of Professional Practice for Arizona Home Inspectors. The applicant shall not perform any fee-paid Home Inspections during this Parallel Inspection period.*

### **A.A.C. R4-30-102(2)**

*“Parallel Inspector” means an Arizona Certified Home Inspector who performs parallel inspections for a home inspector applicant so that the applicant can obtain a certification to conduct home inspections. A Parallel Inspector shall be in good standing with the Board and shall not have received any disciplinary action from the Board within the preceding year. The Parallel Inspector shall have been continuously certified by the Board as a Home Inspector for at least three years and shall have conducted at least 250 fee-paid home inspections in the State of Arizona. The Applicant shall provide a signed affirmation from the Parallel Inspector affirming that the Parallel Inspector has met this criteria to the Board with the application for certification.*

I affirm that I am an Arizona Certified Home Inspector, that I am in good standing with the Board, that I have not received any disciplinary action from the Board within the last year, that I have been continuously certified by the Board as a Home Inspector for at least three years, and that I have conducted at least 250 fee-paid home inspections in the State of Arizona and I therefore meet the Board’s criteria to perform parallel inspections in Arizona, pursuant to **A.A.C. R4-30-102(2)**.

Applicant’s Name (print) \_\_\_\_\_

Parallel Inspector’s Name (print) \_\_\_\_\_

Parallel Inspector's C.H.I. Registration Number \_\_\_\_\_

Date \_\_\_\_\_

Parallel Inspector's Signature \_\_\_\_\_

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

**TO BE COMPLETED BY CERTIFIED HOME INSPECTOR**

The Board will rely on your answers to the questions below in determining whether or not this applicant should be issued a certification to conduct home inspections in Arizona. Please recognize the importance of this information and give due care to your responses. Use additional pages if necessary.

Your Name \_\_\_\_\_ Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Is this applicant related to you by blood or marriage?      Yes       No

Give the last date you personally supervised and examined the applicant's work:      Date \_\_\_\_\_

From your personal knowledge, your appraisal of the applicant would be:

Rating Factors	Excellent	Very Good	Adequate	Poor	Don't Know
Quality of Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technical Knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional Attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional Judgement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Character & Reputation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

REMARKS: \_\_\_\_\_

Do you believe the applicant is qualified for certification?      Yes       No       Don't Know

If you marked "No" or "Don't Know" please explain on a separate sheet.

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**I swear or affirm under penalty of law that the parallel inspections identified on the attached log and signed off by me were conducted by the identified applicant and were reviewed by me. I certify that these inspections meet the requirements of R4-30-301.01**

Signature: \_\_\_\_\_

Date \_\_\_\_\_

# 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.).



# REPORT CHECKLIST SUPPLEMENT

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).



**State of Arizona**

**BOARD OF TECHNICAL REGISTRATION**

1110 W. Washington Street, Suite 240, Phoenix, Arizona 85007 (602) 364-4930 FAX: (602) 364-4931 <https://btr.az.gov/>

## Notice to All Applicants

Any firm offering professional services under the Board's jurisdiction in this state without a current annual firm registration on file with the Board may be in violation of [ARS 32-141](#) and subject to disciplinary action. Each firm must have a Principal, who is a registrant in this state, in order to be registered with the Board.

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As part of your application process, you may submit the Firm Registration form and fee with your initial application. The firm registration will be processed and the status will be "Pending" until the individual registration is granted. Once granted, staff will update the firm's status to "Active" and set the firm's initial activation date to the same day of the individual's grant date. If the individual registration is not granted, the Board will close the firm and refund the firm registration fee.

**Am I obligated to submit a Firm Registration form with my initial application for registration or certification?**

No, it is voluntary, however doing so will align your certification's expiration date with the firm's expiration date.

**What are the benefits of submitting a firm registration before I am granted a registration or certificate?**

If granted registration, you may have to wait to offer professional services in this state until your firm registration is processed, among other requirements. Having your firm active the day your registration becomes active gets you one step closer to being able to offer professional services in Arizona.

**Do I need to register a firm if I plan to work as a sole practitioner / doing business as?**

Yes. Pursuant to [ARS 32-101](#), Firm is defined as "any individual or partnership, corporation or other type of association including the association of a non-registrant and a registrant who offers to the public professional services regulated by the Board."

**I have questions, who do I contact?**

Please contact Licensing Manager Julie Pham with any questions.

[julie.pham@azbtr.gov](mailto:julie.pham@azbtr.gov)

602-364-4955





# State of Arizona BOARD OF TECHNICAL REGISTRATION

1110 W. Washington Street, Suite 240, Phoenix, Arizona 85007, (602) 364-4930, Fax (602) 364-4931 • <https://btr.az.gov>

## ANNUAL FIRM REGISTRATION

REGISTRATION FEE \$50.00

**(Do Not Use For Branch Office Registration)**

(Pursuant to A.R.S. § 32-141)

PLEASE TYPE  
OR PRINT LEGIBLY

### Firm Registration #

New Firms will be issued a number. Leave blank if new firm.

### Expiration Date:

This is the current expiration date. Leave blank if new firm.

Firm Name: \_\_\_\_\_

Annual Registration

Address: \_\_\_\_\_

New Registration

\_\_\_\_\_  
City State Zip

Phone \_\_\_\_\_

Email: \_\_\_\_\_

### CATEGORY OF PROFESSIONAL SERVICES OFFERED:

Architecture       Home Inspection       Landscape Architecture       Geology       Surveying

Engineering: (Services Offered for Branches of Engineering only)

Agricultural    Architecture    Chemical    Civil    Control Systems  
 Electrical    Environmental    Fire Protection    Geological    Industrial    Mechanical  
 Metallurgical    Mining    Nuclear    Petroleum    Sanitary    Structural

Provide the names, Arizona registration number(s), and signature(s) of the Registrant(s) in RESPONSIBLE CHARGE. Each firm must register annually and must have a principal registrant who has the authority and responsibility for professional services of that firm.

\_\_\_\_\_  
Principal Registrant's Name AZ Reg. #

\_\_\_\_\_  
Principal Registrant's Name AZ Reg. #

\_\_\_\_\_  
Registration Category and/or Branch

\_\_\_\_\_  
Registration Category and/or Branch

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REQUIRED Signature of AZ Registrant Date

\_\_\_\_\_  
REQUIRED Signature of AZ Registrant Date

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Principal Registrant's Name AZ Reg. #

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Registration Category and/or Branch

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Registration Category and/or Branch

\_\_\_\_\_  
REQUIRED Signature of AZ Registrant Date

\_\_\_\_\_  
REQUIRED Signature of AZ Registrant Date

### NOTICE

Knowingly making a false statement in connection with this application may be cause for denial of this application and/or referral for criminal prosecution.

Arizona Revised Statutes ("A.R.S.") 41-1030(B) states that "[a]n agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition."

A.R.S. 41-1030(D) states that "[t]his section may be enforced in a private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section."

A.R.S. 41-1030(E) states that "[a] state employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy."

A.R.S. 41-1030(F) states that "[t]his section does not abrogate the immunity provided by section 12 820.01 or 12 820.02."

Revised 9/22/2022