

# Inspection Support Services Inc.

## Your Home Inspection Report – USERS MANUAL

This guide is intended to give you a better idea of how to navigate and use/complete the report.

Things to consider include:

**Page 1:**

- Option on the **Authorization Form and Receipt** (agreement) page to add your own company identification at the top and 2<sup>nd</sup> line are fillable for additional info such as phone/email, website “url”, etc.
- There are **2 red boxed form areas** – “highlights” These are required info be completed on the agreement page
- The checkboxes may be filled as required to suit your project requirements. Simply click on a text box will add a graphic checkmark to the individual boxes. You may click once again to remove the checkmark.
- The text fill boxes provide you with the ability to add additional text. If you make an error, simply backspace or click at the appropriate spot to correct the example such as “t|xt”.
- Certainly, most if not all the information is vitally important to complete on this first page.

**Page 2:**

- This page provides both the inspector and the client with important information about this reporting system.
- Although it is not a replacement for providing your client with a full copy of the Standards of Practice, it specifies what the inspector “typically” is required to do.
- It also reminds the user that the inspection report “format” provided is protected by “Copyright”.

**Page 3:**

- Forming part of any home inspection agreement is clearly communicating to your client **“what happens if there’s a problem”**.

**Page 4:**

- This page provides a warning about the importance of reading the **“complete”** report.
- It also highlights and provides detail regarding general exclusions and limits of liability.
- The text in red provides what is deemed a reasonable form and time limitation for notifications if problems may arise.

**Page 5:**

- This page provides further terms regarding general exclusions and limits of liability.
- The **red-coloured** text should be reviewed with your client.

**Page 6:**

- The main system-based reporting starts on page 6. It provides a format consistent with most every Standards of Practice for a H/home inspection.
- The 3 main categories include
  - Description
  - Limitations
  - Conditions
- The components and system-based approach provides mainly checkboxes and text-based boxes which can be readily completed.
- This format is provided for all the major systems typically found in a house inspection.

**Page 7:**

- Is a continuation of page 6 of the report.
- It provides a report area that can be utilized for adding any additional notes.
- Our graphic person – highlights **“Read this....”** This is intended to draw the readers attention to the important comments and details with respect to the particular house system.

**Page 8 thru 11:**

- Provides the inspector and client basic information with regards to the system.
- This is intended to offer both a text and graphic details about the system. It helps in supplementing the

information provided in the inspection report.

**Pages 12 thru 60:**

- Provide the inspector and client with the system-based report format like the notations for pages 8 thru 11.

**Page 61 & 62:**

- These are the optional “**Summary**” pages.
- The inspector can provide a list of summary conditions or add any additional notes or comments in this text-based pages.

**Pages 63 to 65:**

- Provides information related to “Maintenance”.

**Comments About This Report System**

The **ISS Your Home Inspection Report** is based on Adobe Acrobat Pro fillable forms. It was created initially as a MS Word document based on our paper based and electronic report software and converted into the Adobe fillable form format. The report has been time tested with multiple thousands of report sale orders by ISS.

Fillable forms have interactive features that help minimize errors and enforce data formats. These features provide efficiency and reduce the overall time to enter and process the data. Fillable PDFs have become an essential tool for collecting data and, more important, communicating sensitive information. Acrobat’s software is typically the go-to for creating, editing, and reading PDF documents.

If you create the PDF as a fillable form, you can type in information rather than printing the form and scribbling field notes on paper. Or better yet simply click on a check box to add a check mark. Simply easy to fill and easy to read.

There is another approach you can take. Convert your Word document into an Acrobat fillable form then export the results into Excel.

Need to add an image field (photo) to your report? Follow the instructions here: <https://flux.io/help/add-an-image-field-to-a-pdf#:~:text=To%20easily%20insert%20images%20into%20a%20PDF%20form,without%20leaving%20a%20document%20you%20are%20working%20on.>

The main point – a PDF fillable form reduces the potential of changes occurring in your inspection report. It simply fill in the appropriate check and text boxes. The completed report provides for a greener environment. Simply save your completed report and distribute electronically.

- **Document security** – once you have completed your report a few words on securing your report to eliminate changes. You can add your specific “password” to the document by clicking on “**files**” than “**properties**”, on “properties” select the “**security**” tab, next select “**security method**” – “**password security**” – the security password settings dialogue box will open and require you to add your “**password**” (Keep it simple) one you can reuse over and over otherwise you will not be able to re-access if required, next under the “**Permissions**” category check box – “**restrict editing**” – this controls “printing” and also “changes allowed”. Printing is most likely OK – it can be changed, but certainly protecting your original report is important – so the “none” setting is good.
- Under the description tab of “**document properties**” you can add further document info (if you please)
- **Regarding photos** – we suggest that you consider either sending the photos with your report, or alternatively use a separate document such as MS Word to paste your images into a photo reference document. Typically, we find that photos in the report tend to be too small and lack detail compared to your original photo. We do offer a separate page on our website for adding photo pages.
- **Additional report info may be downloaded by this web link:** <http://www.inspectsupport.com/products.html>

**As noted the YHIR report is copyrighted and requires an annual renewal for reuse in the next yearly cycle.** Your subscription provides 1 full year of use for \$360. Renewals are due by the end of each August. Start date September 1<sup>st</sup>.

**Your – Inspection Support Services Inc. Team**

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