



## Inspection Report

### Mr. and Mrs. Sample Report

**Property Address:**

123 Sample Report Boulevard  
Florence SC 29501

**Genesis Home Inspections, LLC**

**Michael J. Jones Sr. South Carolina  
103 Carriage Ride Lane  
Summerville, SC 29485  
843-901-1443**

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<b>Date:</b> 2/9/2015	<b>Time:</b> 1:29 PM	<b>Report ID:</b> 01
<b>Property:</b> 123 Sample Report Boulevard Florence SC 29501	<b>Customer:</b> Mr. and Mrs. Sample Report	<b>Real Estate Professional:</b>

### Comment Key or Definitions

The following definitions of comment descriptions represent this inspection report. All comments by the inspector should be considered before purchasing this home. Any recommendations by the inspector to repair or replace suggests a second opinion or further inspection by a qualified contractor. All costs associated with further inspection fees and repair or replacement of item, component or unit should be considered before you purchase the property.

**Inspected (IN)** = I visually observed the item, component or unit and if no other comments were made then it appeared to be functioning as intended allowing for normal wear and tear.

**Not Inspected (NI)** = I did not inspect this item, component or unit and made no representations of whether or not it was functioning as intended and will state a reason for not inspecting.

**Not Present (NP)** = This item, component or unit is not in this home or building.

**Repair or Replace (RR)** = The item, component or unit is not functioning as intended, or needs further inspection by a qualified contractor. Items, components or units that can be repaired to satisfactory condition may not need replacement.

**Standards of Practice:**

South Carolina

**In Attendance:**

Customer

**Type of building:**

Single Family (2 story)

**Approximate age of building:**

Over 10 Years

**Temperature:**

Over 60 (F) = 15.5 (C), Over 65 (F) = 18 (C)

**Weather:**

Clear

**Ground/Soil surface condition:**

Damp

**Rain in last 3 days:**

Yes

**Radon Test:**

No

**Water Test:**

**1. Roofing**

The home inspector shall observe: Roof covering; Roof drainage systems; Flashings; Skylights, chimneys, and roof penetrations; and Signs of leaks or abnormal condensation on building components. The home inspector shall: Describe the type of roof covering materials; and Report the methods used to observe the roofing. The home inspector is not required to: Walk on the roofing; or Observe attached accessories including but not limited to solar systems, antennae, and lightning arrestors.

		IN	NI	NP	RR	Styles & Materials
1.0	Roof Coverings	•				<b>Roof Covering:</b> Architectural
1.1	Flashings	•				<b>Viewed roof covering</b> <b>from:</b> Ground Ladder Walked roof
1.2	Skylights, Chimneys and Roof Penetrations	•				<b>Sky Light(s):</b> None
1.3	Roof Drainage Systems			•		<b>Chimney (exterior):</b> Vinyl siding Cement Fiber

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IN NI NP RR

**Comments:**

1.1 (1) Inspected what flashing was visible.



1.1 Item 1(Picture)

The roof of the home was inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. Roof coverings and skylights can appear to be leak proof during inspection and weather conditions. Our inspection makes an attempt to find a leak but sometimes cannot. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.

2. Exterior



The home inspector shall observe: Wall cladding, flashings, and trim; Entryway doors and a representative number of windows; Garage door operators; Decks, balconies, stoops, steps, areaways, porches and applicable railings; Eaves, soffits, and fascias; and Vegetation, grading, drainage, driveways, patios, walkways, and retaining walls with respect to their effect on the condition of the building. The home inspector shall: Describe wall cladding materials; Operate all entryway doors and a representative number of windows; Operate garage doors manually or by using permanently installed controls for any garage door operator; Report whether or not any garage door operator will automatically reverse or stop when meeting reasonable resistance during closing; and Probe exterior wood components where deterioration is suspected. The home inspector is not required to observe: Storm windows, storm doors, screening, shutters, awnings, and similar seasonal accessories; Fences; Presence of safety glazing in doors and windows; Garage door operator remote control transmitters; Geological conditions; Soil conditions; Recreational facilities (including spas, saunas, steam baths, swimming pools, tennis courts, playground equipment, and other exercise, entertainment, or athletic facilities); Detached buildings or structures; or Presence or condition of buried fuel storage tanks. The home inspector is not required to: Move personal items, panels, furniture, equipment, plant life, soil, snow, ice or debris that obstructs access or visibility.

		IN	NI	NP	RR	Styles & Materials
2.0	Wall Cladding Flashing and Trim	•				<b>Siding Style:</b> Lap
2.1	Doors (Exterior)	•				<b>Siding Material:</b> Cement-Fiber
2.2	Windows	•				<b>Exterior Entry Doors:</b> Fiberglass
2.3	Decks, Balconies, Stoops, Steps, Areaways, Porches, Patio/Cover and Applicable Railings	•				<b>Appurtenance:</b> Deck with steps Covered porch Sidewalk
2.4	Vegetation, Grading, Drainage, Driveways, Patio Floor, Walkways and Retaining Walls (With respect to their effect on the condition of the building)	•				<b>Driveway:</b> Concrete
2.5	Eaves, Soffits and Fascias	•				

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IN NI NP RR

Comments:

The exterior of the home was inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.

**3. Garage**

		IN	NI	NP	RR	Styles & Materials
3.0	Garage Ceilings	•				<b>Garage Door Type:</b> One automatic
3.1	Garage Walls (including Firewall Separation)	•				<b>Garage Door Material:</b> Metal
3.2	Garage Floor	•				<b>Auto-opener</b>
3.3	Garage Door (s)	•				<b>Manufacturer:</b> 3/4 HORSEPOWER Extra Info : Craftsman
3.4	Occupant Door (from garage to inside of home)	•				
3.5	Garage Door Operators (Report whether or not doors will reverse when met with resistance)	•				

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IN NI NP RR

**Comments:**

**4. Interiors**

The home inspector shall observe: Walls, ceiling, and floors; Steps, stairways, balconies, and railings; Counters and a representative number of installed cabinets; and A representative number of doors and windows. The home inspector shall: Operate a representative number of windows and interior doors; and Report signs of abnormal or harmful water penetration into the building or signs of abnormal or harmful condensation on building components. The home inspector is not required to observe: Paint, wallpaper, and other finish treatments on the interior walls, ceilings, and floors; Carpeting; or Draperies, blinds, or other window treatments.

		IN	NI	NP	RR	Styles & Materials
4.0	Ceilings	•				<b>Ceiling Materials:</b> Gypsum Board
4.1	Walls	•				<b>Wall Material:</b> Gypsum Board
4.2	Floors	•				<b>Floor Covering(s):</b> Carpet Hardwood T&G Tile
4.3	Steps, Stairways, Balconies and Railings	•				
4.4	Counters and Cabinets (representative number)	•				<b>Interior Doors:</b> Hollow core Raised panel
4.5	Doors (representative number)	•				<b>Window Types:</b> Thermal/Insulated Double-hung
4.6	Windows (representative number)	•				<b>Window Manufacturer:</b> UNKNOWN  <b>Cabinetry:</b> Wood  <b>Countertop:</b> Granite

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**Comments:**

4.4 (1)



4.4 Item 1(Picture)

(3) Maintenance Item - Cabinet Hardware very loose in spots. Recommend repair or replace.

The interior of the home was inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. The inspection did not involve moving furniture and inspecting behind furniture, area rugs or areas obstructed from view. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.

**5. Structural Components**

The Home Inspector shall observe structural components including foundations, floors, walls, columns or piers, ceilings and roof. The home inspector shall describe the type of Foundation, floor structure, wall structure, columns or piers, ceiling structure, roof structure. The home inspector shall: Probe structural components where deterioration is suspected; Enter under floor crawl spaces, basements, and attic spaces except when access is obstructed, when entry could damage the property, or when dangerous or adverse situations are suspected; Report the methods used to observe under floor crawl spaces and attics; and Report signs of abnormal or harmful water penetration into the building or signs of abnormal or harmful condensation on building components. The home inspector is not required to: Enter any area or perform any procedure that may damage the property or its components or be dangerous to or adversely effect the health of the home inspector or other persons.

		IN	NI	NP	RR	Styles & Materials
5.0	Foundations, Basement and Crawlspace (Report signs of abnormal or harmful water penetration into the building or signs of abnormal or harmful condensation on building components.)	•				<b>Foundation:</b> Brick <b>Method used to observe</b>
5.1	Walls (Structural)	•				<b>Crawlspace:</b> Crawled Limited access <b>Floor Structure:</b> 2 X12 <b>Wall Structure:</b> 2 X 4 Wood <b>Columns or Piers:</b> Masonry block <b>Ceiling Structure:</b> 2X4 <b>Roof Structure:</b> 2 X 4 Rafters <b>Roof-Type:</b> Gable <b>Method used to observe</b>
5.2	Columns or Piers	•				
5.3	Floors (Structural)	•				
5.4	Ceilings (Structural)	•				
5.5	Roof Structure and Attic	•				<b>attic:</b> Walked <b>Attic info:</b> Pull Down stairs Light in attic No Storage

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**Comments:**

The structure of the home was inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.



**6. Plumbing System**

The home inspector shall observe: Interior water supply and distribution system, including: piping materials, supports, and insulation; fixtures and faucets; functional flow; leaks; and cross connections; Interior drain, waste, and vent system, including: traps; drain, waste, and vent piping; piping supports and pipe insulation; leaks; and functional drainage; Hot water systems including: water heating equipment; normal operating controls; automatic safety controls; and chimneys, flues, and vents; Fuel storage and distribution systems including: interior fuel storage equipment, supply piping, venting, and supports; leaks; and Sump pumps. The home inspector shall describe: Water supply and distribution piping materials; Drain, waste, and vent piping materials; Water heating equipment; and Location of main water supply shutoff device. The home inspector shall operate all plumbing fixtures, including their faucets and all exterior faucets attached to the house, except where the flow end of the faucet is connected to an appliance. The home inspector is not required to: State the effectiveness of anti-siphon devices; Determine whether water supply and waste disposal systems are public or private; Operate automatic safety controls; Operate any valve except water closet flush valves, fixture faucets, and hose faucets; Observe: Water conditioning systems; Fire and lawn sprinkler systems; On-site water supply quantity and quality; On-site waste disposal systems; Foundation irrigation systems; Spas, except as to functional flow and functional drainage; Swimming pools; Solar water heating equipment; or Observe the system for proper sizing, design, or use of proper materials.

		IN	NI	NP	RR	Styles & Materials
6.0	Plumbing Drain, Waste and Vent Systems	•				<b>Water Source:</b> Public
6.1	Plumbing Water Supply, Distribution System and Fixtures	•				<b>Water Filters:</b> None
6.2	Hot Water Systems, Controls, Chimneys, Flues and Vents	•				<b>Plumbing Water Supply</b>
6.3	Main Water Shut-off Device (Describe location)	•				<b>(into home):</b> PVC
6.4	Fuel Storage and Distribution Systems (Interior fuel storage, piping, venting, supports, leaks)	•				<b>Plumbing Water</b>
6.5	Main Fuel Shut-off (Describe Location)	•				<b>Distribution (inside home):</b> PEX
6.6	Sump Pump			•		<b>Washer Drain Size:</b> 2" Diameter

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IN NI NP RR

**Plumbing Waste:**  
PVC

**Water Heater Power**

**Source:**  
Gas (quick recovery)

**Water Heater Capacity:**  
80 Gallon (plenty)

**Manufacturer:**  
A.O. SMITH

**Water Heater Location:**  
Upper level  
Washer Dryer Room  
Extra Info : Water vented properly.

**Comments:**

## 6.2



6.2 Item 1(Picture)

**6.3 (1)** The main shut off is located outside in the ground.

**6.5** The main fuel shut off is at gas meter outside

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The plumbing in the home was inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. Washing machine drain line for example cannot be checked for leaks or the ability to handle the volume during drain cycle. Older homes with galvanized supply lines or cast iron drain lines can be obstructed and barely working during an inspection but then fails under heavy use. If the water is turned off or not used for periods of time (like a vacant home waiting for closing) rust or deposits within the pipes can further clog the piping system. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.

**7. Electrical System**

The home inspector shall observe: Service entrance conductors; Service equipment, grounding equipment, main over current device, and main and distribution panels; Amperage and voltage ratings of the service; Branch circuit conductors, their over current devices, and the compatibility of their ampacities and voltages; The operation of a representative number of installed ceiling fans, lighting fixtures, switches and receptacles located inside the house, garage, and on the dwelling's exterior walls; The polarity and grounding of all receptacles within six feet of interior plumbing fixtures, and all receptacles in the garage or carport, and on the exterior of inspected structures; The operation of ground fault circuit interrupters; and Smoke detectors. The home inspector shall describe: Service amperage and voltage; Service entry conductor materials; Service type as being overhead or underground; and Location of main and distribution panels. The home inspector shall report any observed aluminum branch circuit wiring. The home inspector shall report on presence or absence of smoke detectors, and operate their test function, if accessible, except when detectors are part of a central system. The home inspector is not required to: Insert any tool, probe, or testing device inside the panels; Test or operate any over current device except ground fault circuit interrupters; Dismantle any electrical device or control other than to remove the covers of the main and auxiliary distribution panels; or Observe: Low voltage systems; Security system devices, heat detectors, or carbon monoxide detectors; Telephone, security, cable TV, intercoms, or other ancillary wiring that is not a part of the primary electrical distribution system; or Built-in vacuum equipment.

		IN	NI	NP	RR	Styles & Materials
7.0	Service Entrance Conductors	•				<b>Electrical Service</b>
7.1	Service and Grounding Equipment, Main Overcurrent Device, Main and Distribution Panels	•				<b>Conductors:</b> Below ground Aluminum 220 volts
7.2	Branch Circuit Conductors, Overcurrent Devices and Compatability of their Amperage and Voltage	•				<b>Panel capacity:</b> 200 AMP Adequate
7.3	Connected Devices and Fixtures (Observed from a representative number operation of ceiling fans, lighting fixtures, switches and receptacles located inside the house, garage, and on the dwelling's exterior walls)	•				<b>Panel Type:</b> Circuit breakers
7.4	Polarity and Grounding of Receptacles within 6 feet of interior plumbing fixtures, all receptacles in garage, carport and exterior walls of inspected structure	•				<b>Electric Panel</b>
7.5	Operation of GFCI (Ground Fault Circuit Interrupters)	•				<b>Manufacturer:</b> SQUARE D
7.6	Location of Main and Distribution Panels	•				<b>Branch wire 15 and 20</b>
7.7	Smoke Detectors	•				<b>AMP:</b> Copper
7.8	Carbon Monoxide Detectors	•				<b>Wiring Methods:</b> Not Visible

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IN NI NP RR

**Comments:**

**7.6** Main panel located in the garage.

The electrical system of the home was inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. Outlets were not removed and the inspection was only visual. Any outlet not accessible (behind the refrigerator for example) was not inspected or accessible. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.

**8. Heating / Central Air Conditioning**

The home inspector shall observe permanently installed heating and cooling systems including: Heating equipment; Cooling Equipment that is central to home; Normal operating controls; Automatic safety controls; Chimneys, flues, and vents, where readily visible; Solid fuel heating devices; Heat distribution systems including fans, pumps, ducts and piping, with supports, insulation, air filters, registers, radiators, fan coil units, convectors; and the presence of an installed heat source in each room. The home inspector shall describe: Energy source; and Heating equipment and distribution type. The home inspector shall operate the systems using normal operating controls. The home inspector shall open readily openable access panels provided by the manufacturer or installer for routine homeowner maintenance. The home inspector is not required to: Operate heating systems when weather conditions or other circumstances may cause equipment damage; Operate automatic safety controls; Ignite or extinguish solid fuel fires; or Observe: The interior of flues; Fireplace insert flue connections; Humidifiers; Electronic air filters; or The uniformity or adequacy of heat supply to the various rooms.

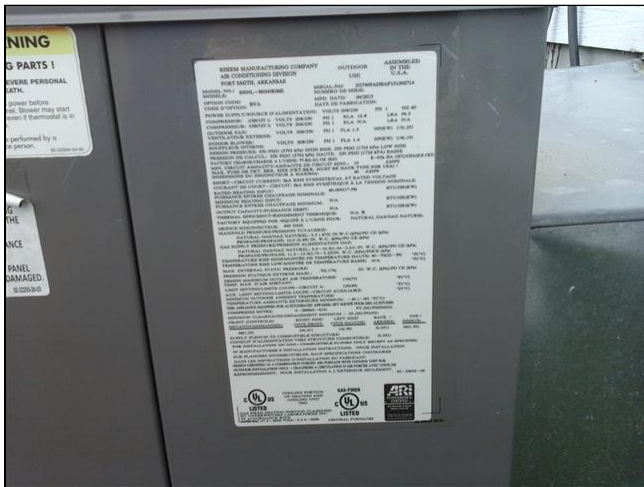
		IN	NI	NP	RR	Styles & Materials
8.0	Heating Equipment	•				<b>Heat Type:</b> Heat Pump Forced Air (also provides cool air)
8.1	Normal Operating Controls	•				<b>Energy Source:</b> Electric
8.2	Automatic Safety Controls			•		<b>Number of Heat Systems</b> <b>(excluding wood):</b> Two
8.3	Distribution Systems (including fans, pumps, ducts and piping, with supports, insulation, air filters, registers, radiators, fan coil units and convectors)	•				<b>Heat System Brand:</b> RUUD
8.4	Presence of Installed Heat Source in Each Room	•				<b>Ductwork:</b> Insulated
8.5	Chimneys, Flues and Vents (for fireplaces, gas water heaters or heat systems)	•				<b>Filter Type:</b> Disposable
8.6	Solid Fuel Heating Devices (Fireplaces, Woodstove)			•		<b>Filter Size:</b> 20x25
8.7	Gas/LP Firelogs and Fireplaces	•				<b>Types of Fireplaces:</b> Vented gas logs
8.8	Cooling and Air Handler Equipment	•				<b>Operable Fireplaces:</b> One
8.9	Normal Operating Controls	•				<b>Number of Woodstoves:</b> None
8.10	Presence of Installed Cooling Source in Each Room	•				<b>Cooling Equipment Type:</b> Heat Pump Forced Air (also provides warm air)

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**Comments:**

**Cooling Equipment Energy Source:**  
Electricity  
**Central Air Manufacturer:**  
LENNOX  
**Number of AC Only Units:**  
One

8.0 Item 1(Picture)



8.0 Item 1(Picture)

The heating and cooling system of this home was inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. The inspection is not meant to be technically exhaustive. The inspection does not involve removal and inspection behind service door or dismantling that would otherwise reveal something only a licensed heat contractor would discover. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.

**9. Insulation and Ventilation**

The home inspector shall observe: Insulation and vapor retarders in unfinished spaces; Ventilation of attics and foundation areas; Kitchen, bathroom, and laundry venting systems; and the operation of any readily accessible attic ventilation fan, and, when temperature permits, the operation of any readily accessible thermostatic control. The home inspector shall describe: Insulation in unfinished spaces; and Absence of insulation in unfinished space at conditioned surfaces. The home inspector shall: Move insulation where readily visible evidence indicates the need to do so; and Move insulation where chimneys penetrate roofs, where plumbing drain/waste pipes penetrate floors, adjacent to earth filled stoops or porches, and at exterior doors. The home inspector is not required to report on: Concealed insulation and vapor retarders; or Venting equipment that is integral with household appliances.

		IN	NI	NP	RR	Styles & Materials
9.0	Insulation in Attic	•				<b>Attic Insulation:</b> Blown Fiberglass Approximate
9.1	Insulation Under Floor System	•				
9.2	Vapor Retarders (in Crawlspace or basement)			•		<b>Ventilation:</b> Gable vents Ridge vents Soffit Vents
9.3	Ventilation of Attic and Foundation Areas	•				
9.4	Venting Systems (Kitchens, Baths and Laundry)	•				<b>Exhaust Fans:</b> None
9.5	Ventilation Fans and Thermostatic Controls in Attic			•		<b>Dryer Power Source:</b> 220 Electric
						<b>Dryer Vent:</b> Metal
						<b>Floor System Insulation:</b> Unfaced R-19

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**Comments:**

The insulation and ventilation of the home was inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. Venting of exhaust fans or clothes dryer cannot be fully inspected and bends or obstructions can occur without being accessible or visible (behind wall and ceiling coverings). Only insulation that is visible was inspected. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.

**10. Built-In Kitchen Appliances**

The home inspector shall observe and operate the basic functions of the following kitchen appliances: Permanently installed dishwasher, through its normal cycle; Range, cook top, and permanently installed oven; Trash compactor; Garbage disposal; Ventilation equipment or range hood; and Permanently installed microwave oven. The home inspector is not required to observe: Clocks, timers, self-cleaning oven function, or thermostats for calibration or automatic operation; Non built-in appliances; or Refrigeration units. The home inspector is not required to operate: Appliances in use; or Any appliance that is shut down or otherwise inoperable.

		IN	NI	NP	RR	Styles & Materials
10.0	Dishwasher	•				<b>Dishwasher Brand:</b> FRIGIDAIRE
10.1	Ranges/Ovens/Cooktops	•				<b>Disposer Brand:</b> UNKNOWN
10.2	Range Hood (s)			•		<b>Exhaust/Range hood:</b> NONE
10.3	Trash Compactor			•		<b>Range/Oven:</b> GENERAL ELECTRIC
10.4	Food Waste Disposer	•				<b>Built in Microwave:</b> GENERAL ELECTRIC
10.5	Microwave Cooking Equipment	•				<b>Trash Compactors:</b> NONE

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**Comments:**

The built-in appliances of the home were inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.



**INVOICE**

**Genesis Home Inspections, LLC**  
 103 Carriage Ride Lane  
 Summerville, SC 29485  
 843-901-1443  
 Inspected By: Michael J. Jones Sr.

**Inspection Date: 2/9/2015**  
**Report ID: 01**

<b>Customer Info:</b>	<b>Inspection Property:</b>
Mr. and Mrs. Sample Report  123 Sample Report Boulevard Florence SC 29501  <b>Customer's Real Estate Professional:</b>	123 Sample Report Boulevard Florence SC 29501

**Inspection Fee:**

Service	Price	Amount	Sub-Total
			<b>Tax \$0.00</b>
			<b>Total Price \$0.00</b>

**Payment Method:**  
**Payment Status:**  
**Note:**



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## **TO THE HOME INSPECTOR: THE FOLLOWING ARE INSTRUCTIONS ON HOW TO INCLUDE YOUR INSPECTION AGREEMENT**

### **Free of charge:**

HG Staff will set up one of our sample agreements with your information for free as a sample demonstration on format, selecting fields to auto-populate etc using one of our sample agreement forms. You can do this yourself too if you have a specific agreement you have had prepared using your own contract agreement form, or we will do it for you for an extra fee at your request.

### **How To Use One Of Our Sample Agreements:**

1. At the menu line in HG software choose "Office" then "Edit Report Docs" and find one of the sample agreements you like. They are named agreement-sample1.html and so forth.
2. Clean up the text as necessary using the built in editor and wherever you want a word to be replaced with the name, address, invoice amount etc. simply click on the drop down menu at the top labeled "Insert Merge Field" and choose the word to be populated with real name information.
3. Save As. Use the button with a disk on it and the "+" on it to save it as "disclaim.html". Now you are ready to use the online click agreement and it will also insert a copy of your agreement in the report.

### **How To Add Your Own Agreement:**

1. At the menu line in HG software choose "Office" then "Edit Report Docs" and choose the Disclaim File:
2. Clear out this content and paste in yours. Note: if pasting from MS Word you must paste it first in MS notepad (Start /All Programs: Accessories: notepad), then copy from note pad and paste it here.
3. Next, clean up the text as necessary from the paste in, and wherever you want a word to be replaced with the name, address, invoice amount etc. simply click on the drop down menu at the top labeled "Insert Merge Field" and choose the word to be populated with real name information.
4. Save. Now you are ready use the online click agreement and it will also insert a copy of your agreement in the report.

Fees: Inspectors who need help using their own agreement can ask us for a fee to help them format and place in correctly. Fee is based on number of pages and if there are tables, drawings etc and how much work is involved. A simple contract with a few pages can be done easily following the instructions above, or watch a video tour at our support page on our website.

Disclaimer: The sample agreements we offer are samples. They have been used and are being used by inspectors but at your own risk. We strongly advise an attorney to review and make edits as necessary. By using any of our sample agreements you hold harmless HomeGauge and SHGI Corp and its owners. There, our disclaimer is over.

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