

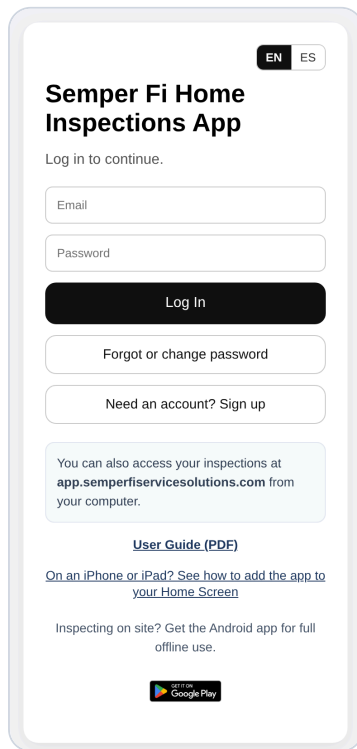
SEMPER FI HOME INSPECTIONS

NSPIRE Voucher Inspections

Step-by-step guide - from a new account to a passed re-inspection

This guide walks you through the Semper Fi Home Inspection app on real screens: creating your account, setting up your company, and inspecting a Housing Choice Voucher unit from the address to a passed re-inspection. It works the same on a phone, a tablet or a computer.

Part 1 - Set up your account

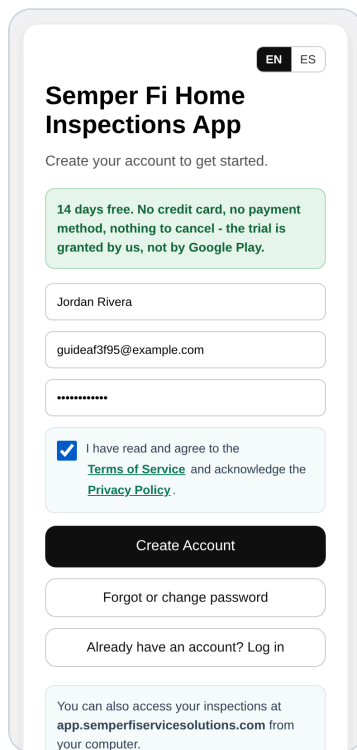


The screenshot shows the login interface of the Semper Fi Home Inspections App. At the top right, there are language selection buttons for 'EN' (English) and 'ES' (Spanish). The title 'Semper Fi Home Inspections App' is displayed. Below the title, it says 'Log in to continue.' There are two input fields for 'Email' and 'Password'. A prominent black 'Log In' button is centered below the password field. Below this are two links: 'Forgot or change password' and 'Need an account? Sign up'. A light blue box contains the text: 'You can also access your inspections at app.semperservicesolutions.com from your computer.' Below this box is a link for 'User Guide (PDF)'. Further down, it says 'On an iPhone or iPad? See how to add the app to your Home Screen'. At the bottom, it mentions 'Inspecting on site? Get the Android app for full offline use.' with a Google Play logo.

STEP 1

Open the app

Install Semper Fi Home Inspection from Google Play, or open app.semperservicesolutions.com in the browser on any device - phone, tablet or computer. It is the same account and the same inspections either way. Use EN / ES at the top to pick English or Spanish.

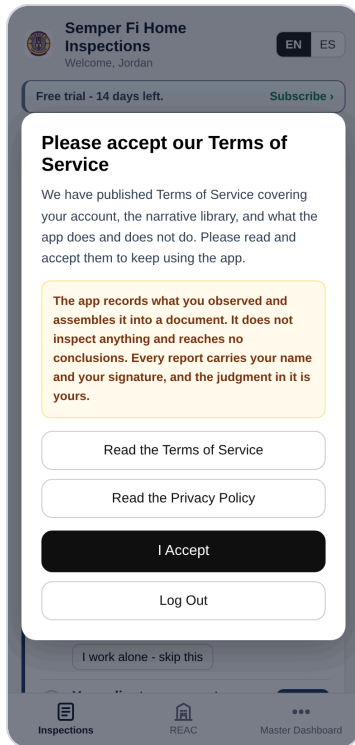


The screenshot shows the sign-up interface of the Semper Fi Home Inspections App. At the top right, there are language selection buttons for 'EN' (English) and 'ES' (Spanish). The title 'Semper Fi Home Inspections App' is displayed. Below the title, it says 'Create your account to get started.' A green box contains the text: '14 days free. No credit card, no payment method, nothing to cancel - the trial is granted by us, not by Google Play.' Below this are three input fields for 'Name' (filled with 'Jordan Rivera'), 'Email' (filled with 'guideaf3195@example.com'), and 'Password' (filled with eight dots). Below the password field is a checkbox that is checked, with the text 'I have read and agree to the [Terms of Service](#) and acknowledge the [Privacy Policy](#).' Below this is a prominent black 'Create Account' button. Below this are two links: 'Forgot or change password' and 'Already have an account? Log in'. A light blue box at the bottom contains the text: 'You can also access your inspections at app.semperservicesolutions.com from your computer.'

STEP 2

Create your account

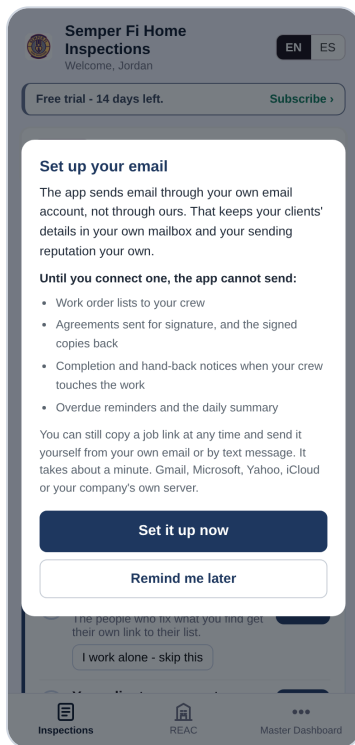
Tap Sign up. Enter your full name, your email and a password, check the box to accept the Terms of Service and Privacy Policy, and tap Create Account. Use an email you read - password resets and notices go there.



STEP 3

Accept the terms

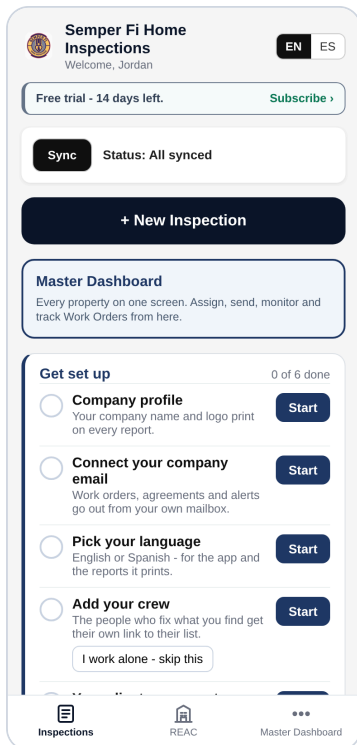
The first time you sign in, the app shows its Terms of Service. Read them and tap I Accept.



STEP 4

Your own email

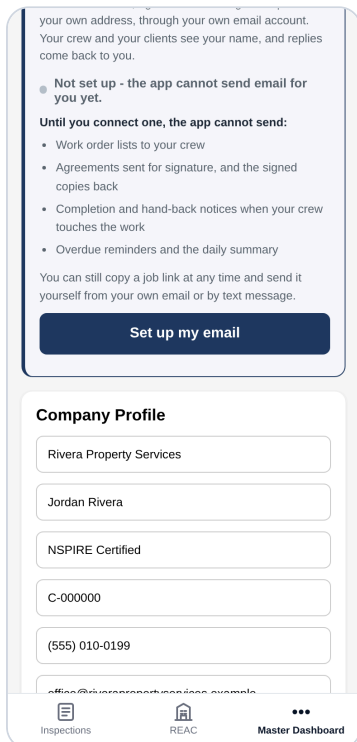
The app sends work orders, agreements and notices from YOUR email account, so your crew and clients see your name. Tap Set it up now, or Remind me later and do it from Company Profile.



STEP 5

Get set up

A new account shows a Get set up card with each first step. Tap Start beside any of them - each step checks itself off when it is done.



STEP 6

Company profile

Enter your company name, inspector name, certification, license, phone, email and website. These print at the top of every report you hand an owner.

Your initials (e.g. G.R.)

Printed on the Inspectors Initials line at the bottom of every page of the OIR-B1-1802. Left blank, we use the initials of your inspector name.

Signature

Draw it once. It stays on this device only - never on our server - and is added to a report or form only when you choose to sign it.

No signature saved yet.

Draw Signature

Report Logo

No logo uploaded. Reports will show no logo.

Choose File logo.png

Upload Logo

Save Company Profile

Client Agreements

Paste your own agreement for each inspection type. We do not supply one - your association, your E&O carrier or your attorney can provide the wording.

Home Inspection
TREC REI 7-6

Florida 4-Point
Wind Mitigation
Commercial

STEP 7

Your logo

Upload your company logo. It prints on your reports. A square image works best.

offices
Who sees what, and what the office cannot change

Narrative Library

Your own email

Send work orders, agreements and signed copies from your own address, through your own email account. Your crew and your clients see your name, and replies come back to you.

Not set up - the app cannot send email for you yet.

Until you connect one, the app cannot send:

- Work order lists to your crew
- Agreements sent for signature, and the signed copies back
- Completion and hand-back notices when your crew touches the work
- Overdue reminders and the daily summary

You can still copy a job link at any time and send it yourself from your own email or by text message.

Set up my email

You can also use the app at app.semperservicesolutions.com from your computer.

Company profile saved.

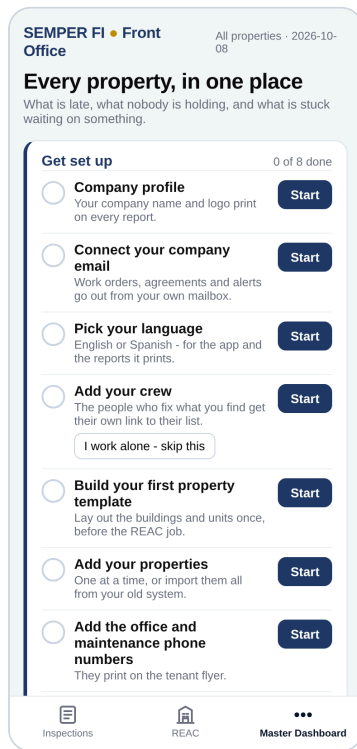
Inspections
REAC
Master Dashboard

STEP 8

Save

Tap Save. You can come back and change any of this from Master Dashboard > Your company at any time.

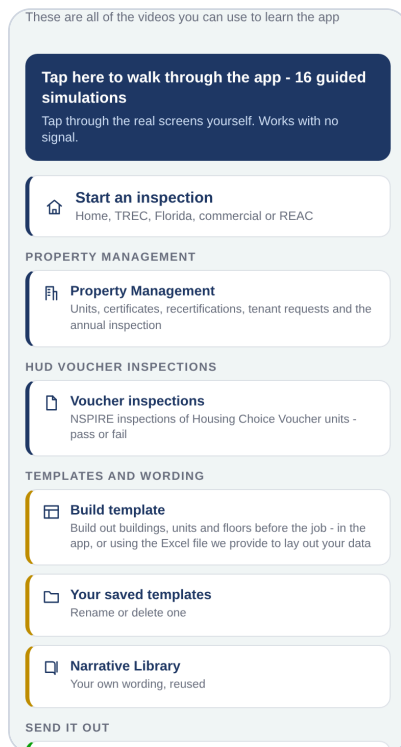
Part 2 - A voucher inspection, start to finish



STEP 9

The Master Dashboard

The Master Dashboard is the app's home. Every module you have is a tile here. Voucher inspections come with every REAC NSPIRE plan.



STEP 10

Open Voucher inspections

Scroll to HUD voucher inspections and tap Voucher inspections.

Voucher inspections
NSPIRE inspections of Housing Choice Voucher units - pass or fail
EN ES

Master Dashboard

Start a voucher inspection
No tenant names - the address and unit are enough.
Unit address *

Unit or apartment

Program
Housing Choice Voucher
Type of inspection
Initial
Date
10/08/2026
Start the inspection

Your voucher inspections
None yet.

Inspections REAC Master Dashboard

STEP 11

Start a voucher inspection

The start form asks for the unit's address, the unit or apartment, the program and the type of inspection. There is no field for the tenant's name - by design.

Voucher inspections
NSPIRE inspections of Housing Choice Voucher units - pass or fail
EN ES

Master Dashboard

Start a voucher inspection
No tenant names - the address and unit are enough.
Unit address *

Unit or apartment

Program
Housing Choice Voucher
Type of inspection
Initial
Date
10/08/2026
Start the inspection

Your voucher inspections
None yet.

Inspections REAC Master Dashboard

STEP 12

Fill it in

Type the street, city and state, and the unit. Choose the program (Housing Choice Voucher, Project-Based Voucher, Moderate Rehabilitation or other) and the type (initial, annual, biennial, special or complaint, or quality control). Tap Start the inspection.

Voucher inspections
NSPIRE inspections of Housing Choice Voucher units - pass or fail
EN ES

Back to voucher inspections

12 Oak Lane, Temecula CA
In progress
Initial - Housing Choice Voucher - October 8, 2026 - Jordan Rivera
Saved and sent.
As recorded so far, this unit would pass.

Smoke and carbon monoxide alarms
Answered on every unit before it can be completed.
Smoke alarms
Present and working Deficient
Carbon monoxide alarms
Present and working
Not required - no fuel-burning appliance or attached garage
Deficient

Deficiencies (0)
Add a deficiency
None recorded.

Inspections REAC Master Dashboard

- Answer the smoke alarm check.
- Answer the carbon monoxide alarm check.

Complete - unit passes
Preview the report
Delete this inspection

STEP 13

The inspection screen

The top line always says what the unit would be if you completed it now. It is saved on the device as you go - you can work with no signal and it sends by itself later.

Voucher inspections
NSPIRE inspections of Housing Choice Voucher units - pass or fail
EN ES

Back to voucher inspections

12 Oak Lane, Temecula CA
In progress
Initial - Housing Choice Voucher - October 8, 2026 - Jordan Rivera
Saved and sent.
As recorded so far, this unit would pass.

Smoke and carbon monoxide alarms
Answered on every unit before it can be completed.
Smoke alarms
✓ Present and working Deficient
Carbon monoxide alarms
Present and working
✓ Not required - no fuel-burning appliance or attached garage
Deficient

Deficiencies (0)
Add a deficiency
None recorded.

Inspections REAC Master Dashboard

STEP 14

Smoke and carbon monoxide

Answer both on every unit - the inspection cannot be completed until you do. Carbon monoxide can be Not required when there is no fuel-burning appliance or attached garage.

Voucher inspections
NSPIRE inspections of Housing Choice Voucher units - pass or fail

EN ES

Add a deficiency Cancel

Search - e.g. smoke, outlet, door, leak

In the unit Inside the building

Outside

BATHTUB AND SHOWER
ONLY 1 BATHTUB OR SHOWER IS PRESENT AND IT IS INOPERABLE OR DOES NOT DRAIN.
Severe - Fail - correct within 30 days

BATHTUB AND SHOWER
A BATHTUB OR SHOWER IS INOPERABLE OR DOES NOT DRAIN AND AT LEAST 1 BATHTUB OR SHOWER IS PRESENT ELSEWHERE THAT IS OPERATIONAL.
Moderate - Fail - correct within 30 days

BATHTUB AND SHOWER
BATHTUB COMPONENT OR SHOWER COMPONENT IS DAMAGED, INOPERABLE, OR MISSING SUCH THAT IT MAY LIMIT THE RESIDENT'S ABILITY TO MAINTAIN PERSONAL HYGIENE.
Moderate - Fail - correct within 30 days

BATHTUB AND SHOWER
BATHTUB COMPONENT OR SHOWER COMPONENT IS DAMAGED, INOPERABLE, OR MISSING AND IT DOES NOT LIMIT THE RESIDENT'S ABILITY TO MAINTAIN PERSONAL HYGIENE.
Low - Recorded - no correction required

Inspections REAC Master Dashboard

STEP 15

Add a deficiency

Tap Add a deficiency. Every deficiency comes from HUD's NSPIRE list, so the wording on the report is HUD's. The list is kept on the device after it first loads.

Voucher inspections
NSPIRE inspections of Housing Choice Voucher units - pass or fail

EN ES

Add a deficiency Cancel

outlet

In the unit Inside the building

Outside

ELECTRICAL - CONDUCTOR, OUTLET, AND SWITCH OUTLET OR SWITCH IS DAMAGED.
Life-threatening - Fail - correct within 24 hours

ELECTRICAL - CONDUCTOR, OUTLET, AND SWITCH TESTING INDICATES A THREE-PRONGED OUTLET IS NOT PROPERLY WIRED OR GROUNDED.
Severe - Fail - correct within 30 days

ELECTRICAL - CONDUCTOR, OUTLET, AND SWITCH OUTLET DOES NOT HAVE VISIBLE DAMAGE AND TESTING INDICATES IT IS NOT ENERGIZED.
Severe - Fail - correct within 30 days

ELECTRICAL - CONDUCTOR, OUTLET, AND SWITCH EXPOSED ELECTRICAL CONDUCTOR.
Life-threatening - Fail - correct within 24 hours

ELECTRICAL - CONDUCTOR, OUTLET, AND SWITCH WATER IS CURRENTLY IN CONTACT WITH AN ELECTRICAL CONDUCTOR.
Life-threatening - Fail - correct within 24 hours

ELECTRICAL - GROUND-FAULT CIRCUIT INTERRUPTER (GFCI) OR ARC-FAULT CIRCUIT INTERRUPTER (AFCI) -

Inspections REAC Master Dashboard

STEP 16

Search

Type the way you would say it - outlet, smoke, door, leak. Each result shows HUD's severity and what it means for a voucher unit: fail with 24 hours, fail with 30 days, or recorded with no correction required.

Voucher inspections

NSPIRE inspections of Housing Choice Voucher units - pass or fail

ENES

Fail - correct within 24 hours

OUTLET OR SWITCH IS DAMAGED.

ELECTRICAL - CONDUCTOR, OUTLET, AND SWITCH #1 - In the unit - Life-threatening

Any portion of a visually accessible (i.e., can be reasonably accessed and observed) outlet or switch is damaged (i.e., visibly defective; impacts functionality) such that it may not safely carry or control electrical current at the outlet or switch.

Room or place

Kitchen

Notes

No tenant names.

Add photos after saving.

Save the deficiencyBack to the list

Inspections

REAC

Master Dashboard

STEP 17

Where it is

Tap the deficiency, type the room or place (Kitchen, Bedroom 2), and tap Save the deficiency.

Voucher inspections

NSPIRE inspections of Housing Choice Voucher units - pass or fail

ENES

Back to voucher inspections

12 Oak Lane, Temecula CA

In progress

Initial - Housing Choice Voucher - October 8, 2026 - Jordan Rivera

Saved and sent.

As recorded so far, this unit would fail: 1 item(s) to correct.

Smoke and carbon monoxide alarms

Answered on every unit before it can be completed.

Smoke alarms

Present and workingDeficient

Carbon monoxide alarms

Present and working

Not required - no fuel-burning appliance or attached garage

Deficient

Deficiencies (1)

Add a deficiency

Fail - correct within 24 hours

Inspections

REAC

Master Dashboard

Add photo

Remove

STEP 18

It is on the list

Recorded deficiencies are grouped by their correction deadline, so the most urgent sit at the top.

Voucher inspections

NSPIRE inspections of Housing Choice Voucher units - pass or fail

EN

ES

Back to voucher inspections

12 Oak Lane, Temecula CA

In progress

Initial - Housing Choice Voucher - October 8, 2026 - Jordan Rivera

Saved and sent.

As recorded so far, this unit would fail: 1 item(s) to correct.

Smoke and carbon monoxide alarms

Answered on every unit before it can be completed.

Smoke alarms

✓ Present and working

Deficient

Carbon monoxide alarms

Present and working

✓ Not required - no fuel-burning appliance or attached garage

Deficient

Deficiencies (1)

Add a deficiency

Fail - correct within 24 hours

Inspections

REAC

Master Dashboard

Add photo

Remove

STEP 19

Add a photo

Tap Add photo on the deficiency to take one or pick one. Each photo stays with its deficiency on the report.

Voucher inspections

NSPIRE inspections of Housing Choice Voucher units - pass or fail

EN

ES

Back to voucher inspections

12 Oak Lane, Temecula CA

In progress

Initial - Housing Choice Voucher - October 8, 2026 - Jordan Rivera

Saved and sent.

As recorded so far, this unit would fail: 2 item(s) to correct.

Smoke and carbon monoxide alarms

Answered on every unit before it can be completed.

Smoke alarms

✓ Present and working

Deficient

Carbon monoxide alarms

Present and working

✓ Not required - no fuel-burning appliance or attached garage

Deficient

Deficiencies (2)

Add a deficiency

Fail - correct within 24 hours

Inspections

REAC

Master Dashboard

STEP 20

You know before you leave

With failing items recorded, the top line says the unit would fail and how many items must be corrected.

Deficiencies (2)
Add a deficiency

Fail - correct within 24 hours

OUTLET OR SWITCH IS DAMAGED.
ELECTRICAL - CONDUCTOR, OUTLET, AND SWITCH #1
- In the unit - Kitchen - Life-threatening - correct by October 9, 2026

Add photo
Remove

Fail - correct within 30 days

ENTRY DOOR SELF-CLOSING MECHANISM IS DAMAGED, INOPERABLE, OR MISSING.
DOOR - ENTRY #3 - In the unit - Entry - Moderate - correct by November 7, 2026

Add photo
Remove

Notes

No tenant names.

Complete - unit fails

Preview the report

Delete this inspection

Inspections
REAC
Master Dashboard

STEP 21

Complete it

The button says what will happen: Complete - unit passes, or Complete - unit fails. Tap it when you are done.

Voucher inspections
NPSIRE Inspections of Housing Choice Voucher units - pass or fail

Back to voucher inspections

12 Oak Lane, Temecula CA Fail

Initial - Housing Choice Voucher - October 8, 2026
Jordan Rivers
Saved and sent.
Failed. The report lists every item and the date it must be corrected by.

Smoke and carbon monoxide alarms
Assessed on every unit before it can be occupied.

Smoke alarms
Present and working Deficient

Carbon monoxide alarms
Present and working

Not required - no fuel-burning appliance or attached garage
Deficient

Deficiencies (2)

Fail - correct within 24 hours

OUTLET OR SWITCH IS DAMAGED.
ELECTRICAL - CONDUCTOR, OUTLET, AND SWITCH #1
- In the unit - Kitchen - Life-threatening - correct by October 9, 2026

Fail - correct within 30 days

ENTRY DOOR SELF-CLOSING MECHANISM IS DAMAGED, INOPERABLE, OR MISSING.
DOOR - ENTRY #3 - In the unit - Entry - Moderate - correct by November 7, 2026

Notes

No tenant names.

Report (English) Report (Spanish)

Start the re-inspection

Delete this inspection

Inspections
REAC
Master Dashboard

STEP 22

The result and the dates

A failed unit gets a correct-by date on every item, counted from the inspection date: 24 hours for life-threatening, 30 days for severe and moderate. Report (English) and Report (Spanish) print the fail notice the owner needs.

Voucher inspections
NSPIRE inspections of Housing Choice Voucher units - pass or fail
EN ES

Back to voucher inspections
Open the failed inspection

12 Oak Lane, Temecula CA In progress
Re-inspection - Housing Choice Voucher - October 8, 2026 - Jordan Rivera
Saved and sent.
As recorded so far, this unit would fail: 2 item(s) to correct.

Smoke and carbon monoxide alarms
Answered on every unit before it can be completed.
Smoke alarms
Present and working Deficient
Carbon monoxide alarms
Present and working
Not required - no fuel-burning appliance or attached garage
Deficient

Items from the failed inspection
Inspections
Master Dashboard
- In the unit - Kitchen - Life-threatening - correct by October 9, 2026
Corrected Not corrected
ENTRY DOOR SELF-CLOSING MECHANISM IS DAMAGED, INOPERABLE, OR MISSING.
DOOR - ENTRY #3 - In the unit - Entry - Moderate - correct by November 7, 2026
Corrected Not corrected

Deficiencies (0) Add a deficiency
None recorded.

Notes
No tenant names.

Answer the smoke alarm check.

STEP 23

The re-inspection

When you go back, open the failed inspection and tap Start the re-inspection. Every failed item comes with it under Items from the failed inspection.

Voucher inspections
NSPIRE inspections of Housing Choice Voucher units - pass or fail
EN ES

Back to voucher inspections
Open the failed inspection

12 Oak Lane, Temecula CA In progress
Re-inspection - Housing Choice Voucher - October 8, 2026 - Jordan Rivera
Saved and sent.
As recorded so far, this unit would pass.

Smoke and carbon monoxide alarms
Answered on every unit before it can be completed.
Smoke alarms
✓ Present and working Deficient
Carbon monoxide alarms
Present and working
✓ Not required - no fuel-burning appliance or attached garage
Deficient

Items from the failed inspection
2 of 2 corrected
OUTLET OR SWITCH IS DAMAGED.
ELECTRICAL - CONDUCTOR, OUTLET, AND SWITCH #1
- In the unit - Kitchen - Life-threatening - correct by October 9, 2026
Corrected Not corrected
ENTRY DOOR SELF-CLOSING MECHANISM IS DAMAGED, INOPERABLE, OR MISSING.
DOOR - ENTRY #3 - In the unit - Entry - Moderate - correct by November 7, 2026
Corrected Not corrected

Voucher inspections

NSPIRE inspections of Housing Choice Voucher units - pass or fail

EN

ES

Back to voucher inspections

Open the failed inspection

12 Oak Lane, Temecula CA

Re-inspection - Housing Choice Voucher - October 8, 2026 - Jordan Rivera

Pass

Saved and sent.

Smoke and carbon monoxide alarms

Answered on every unit before it can be completed.

Smoke alarms

Present and working

Deficient

Carbon monoxide alarms

Present and working

Not required - no fuel-burning appliance or attached garage

Deficient

Items from the failed inspection

2 of 2 corrected

OUTLET OR SWITCH IS DAMAGED.

ELECTRICAL - CONDUCTOR, OUTLET, AND SWITCH #1

In the unit - Kitchen - Life-threatening - correct by October 9, 2026

Corrected

Not corrected

ENTRY DOOR SELF-CLOSING MECHANISM IS DAMAGED, INOPERABLE, OR MISSING.

DOOR - ENTRY #3 - In the unit - Entry - Moderate - correct by November 7, 2026

Corrected

Not corrected

STEP 25

It passes

With everything corrected, the button reads Complete - unit passes. The re-inspection prints its own report.

Voucher inspections

NSPIRE inspections of Housing Choice Voucher units - pass or fail

EN

ES

Master Dashboard

Start a voucher inspection

No tenant names - the address and unit are enough.

Unit address *

Street, city, state

Unit or apartment

Program

Housing Choice Voucher

Type of inspection

Initial

Date

10/08/2026

Start the inspection

Your voucher inspections

12 Oak Lane, Temecula CA

Re-inspection - October 8, 2026

Pass

Inspections

REAC

Master Dashboard

STEP 26

Your voucher inspections

Every voucher inspection is listed with its address, unit and result. Tap one to open it, print it again, or start its re-inspection.

Good to know

The front office account

Inspectors record on a seat account. The free front office account reads every inspection, prints the reports and sends failed items on, but does not record.

No signal

Start, record and complete inspections with no connection. Everything sends by itself when there is signal. The PDF report needs a connection, because the server builds it.

Keeping records

Housing agencies, owners and property managers often must keep inspection records for a set period. Check your program's rules before deleting an inspection - deleting removes it and its photos for good.

What the app does not collect

No Social Security numbers, no income, no resident names - an address and a unit only.

Questions? support@semperfiservicesolutions.com - 650-489-2592. Semper Fi Home Inspections is not affiliated with or endorsed by HUD.