



Semper Fi Home Inspection App

User Guide

App version 2.9.110 (build 188) · October 2026

Every screen in this guide is the real app. The company, inspector, clients and properties shown are invented for the guide.

Semper Fi Home Inspections · Temecula, California
app.semperfiservicesolutions.com · [Google Play](#)

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Getting the app

The app runs on Android phones and tablets, and in any web browser on an iPhone, iPad, Mac or PC. It is one account and one set of inspections wherever you open it - start a job on the phone, finish the report on the computer.

Android - install from Google Play

- 1 Open Google Play on the phone and search for **Semper Fi Home Inspection**, or open the link below.
- 2 Tap **Install**. The app is about 5 MB.
- 3 Open it and create your account (next chapter). The Android app is the one to use on site: it works with no signal and keeps a copy of every photograph in your phone's gallery under Pictures / Semper Fi Inspections.

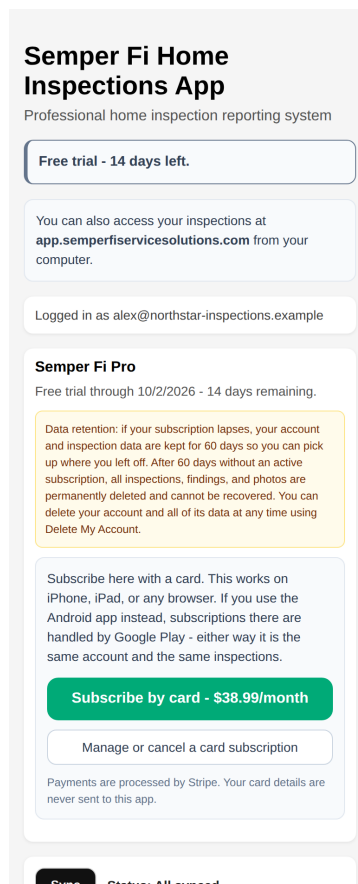
→ Get it on Google Play

<https://play.google.com/store/apps/details?id=com.semperfihomeinspection.app>

iPhone, iPad, Mac or PC - use it in the browser

Go to **app.semperfiservicesolutions.com**. Nothing to install. On an iPhone or iPad you can add it to the Home Screen so it opens full screen and works offline like the Android app:

- 1 Open **app.semperfiservicesolutions.com** in Safari.
- 2 Tap the **Share** button - the square with an arrow pointing up.
- 3 Scroll down and tap **Add to Home Screen**.
- 4 Tap **Add**. It now opens from your Home Screen like any other app.



The in-app instructions for adding the app to an iPhone Home Screen (reached from the login screen).

→ **Open the app in your browser**

<https://app.semperfiservicesolutions.com>

→ **Video: adding the app to an iPhone (English)**

<https://youtu.be/QxqIdDFskeM>

→ **Video: adding the app to an iPhone (Spanish)**

<https://youtu.be/nZOZR05uUek>

→ **All walkthrough videos on YouTube**

<https://www.youtube.com/playlist?list=PLJrRhVC1CiUU>

The app is available in English and Spanish. Tap **EN** or **ES** in the header at the top of the screen - it is there on Home, on Your Inspections, on the Master Dashboard, and on the sign-in screen before you have an account. The screen you are on changes language where it stands; it does not send you anywhere else. Home and commercial reports print in either language; the Texas, Florida and REAC forms print in English with a supplemental report in Spanish.

Your account

Creating an account

- 1 On the login screen tap **Need an account? Sign up.**
- 2 Enter your full name, the email address you want to log in with, and a password. The email must be one you can receive mail at - it is how you reset a forgotten password.
- 3 Tap **Terms of Service** to read them inside the app. The button at the end of the text ticks the box for you. **Privacy Policy** opens our website in your browser.
- 4 Tick the box and tap **Create Account.**

The left screenshot shows the 'Semper Fi Home Inspections App' sign-up screen. It has a language selector (EN/ES) and a title. Below the title is a green box with trial information: '14 days free. No credit card, no payment method, nothing to cancel - the trial is granted by us, not by Google Play.' The form includes input fields for 'Alex Rivera', 'alex@northstar-inspections.example', and 'Password'. There is a checkbox for 'I have read and agree to the Terms of Service and acknowledge the Privacy Policy.' with links to the respective documents. At the bottom are buttons for 'Create Account', 'Forgot Password', and 'Already have an account? Log in'. A footer note mentions access via a web browser.

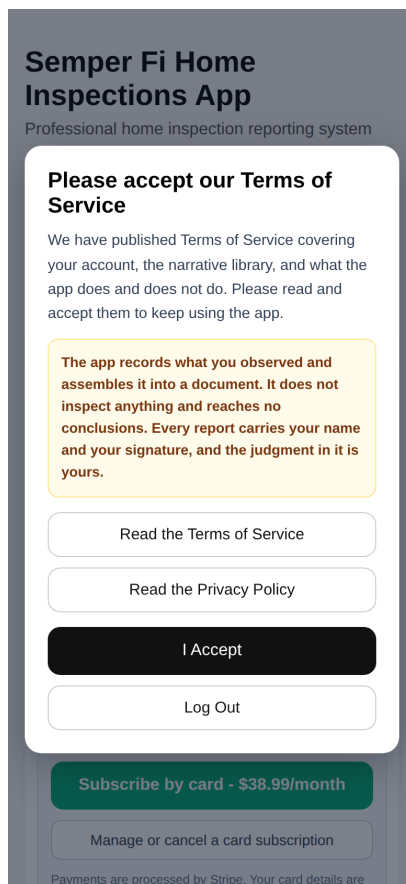
The right screenshot shows the 'Terms of Service' screen. It has a 'Close' button and an 'Effective date: 2026-09-08'. Section '1. Agreement' explains the binding nature of the terms. Section '2. Who may use the App' states that users must be at least 18 years old and legally able to enter into a contract. A large button at the bottom says 'I have read and agree'.

The sign-up form, and the Terms of Service opened from it.

The trial is 14 days, granted by us the moment the account is created. No card, no payment method, nothing to cancel. InterNACHI members get 30 days by entering their member number on the sign-up form (open the InterNACHI offer page first so the field appears).

First login

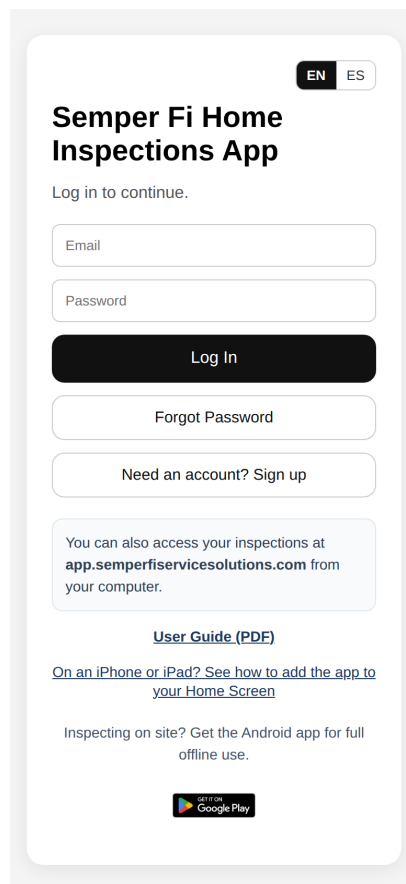
The first time you log in, the full Terms of Service appear over the screen. Read them and tap **I Accept**. This happens once per account (and again only if the terms are revised). The same screen offers **Read the Privacy Policy** and **Log Out**.



The acceptance screen on first login.

Logging in, and a forgotten password

Enter your email and password and tap **Log In**. If you have forgotten the password, tap **ForgotPassword**: a reset link is emailed to the address on the account. The link needs a connection and expires, so open it soon after it arrives.



The login screen. The language switch (EN / ES) is top right; the Google Play badge and the iPhone instructions are at the bottom.

Subscription, trial and what happens after

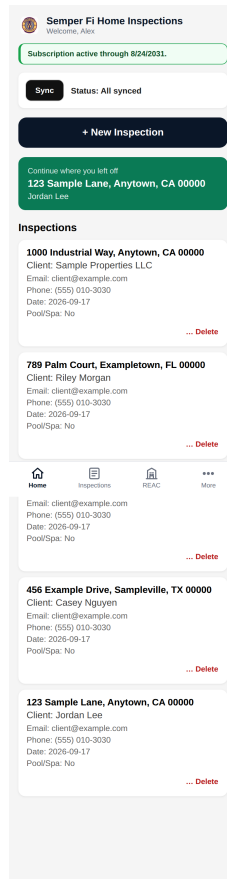
The home screen shows how many trial days remain. When the trial ends the app asks you to subscribe. **Inspector plan - \$38.99 per month:** home, commercial, Texas TREC and both Florida forms, unlimited inspections and reports, English and Spanish, cancel any time. On Android the subscription is handled by Google Play; on iPhone, iPad, Mac or PC tap **Subscribe by card** on the home screen and pay through Stripe - your card details never touch this app. Either way it is the same account and the same inspections. The **REAC NSPIRE plan - \$199.99 per month** is the REAC NSPIRE pre-inspection module (Chapter 13) on its own, for owners, housing authorities and managers who do not carry out home or commercial inspections - it does **not** include the home, commercial, Texas or Florida inspections. The **Complete plan - \$238.98 per month** carries both. Neither REAC plan has a free trial; they start the day you subscribe. Both can be bought on Google Play or in the browser. Work orders (Chapter 15) are included in all three plans.

Data retention. If your subscription lapses, your account and inspection data are kept for 60 days so you can pick up where you left off. After 60 days without an active subscription, all inspections, findings and photos are permanently deleted. You can delete your account and all of its data at any time with **Delete My Account** on the home screen - the app asks you to confirm, and warns that it is permanent.

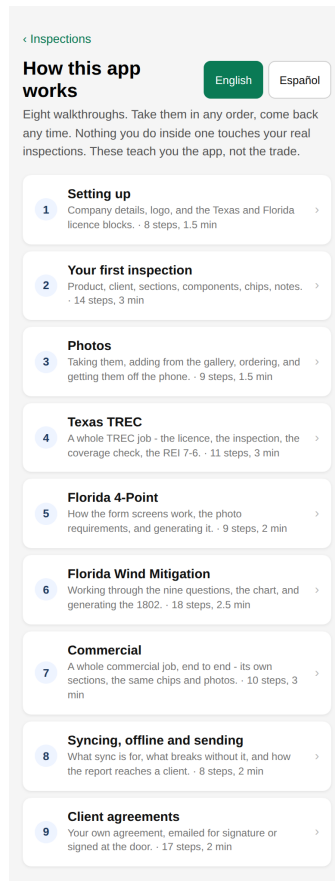
CHAPTER 3

The home screen

Everything starts here. From top to bottom: **Trial / subscription card** - days remaining, the subscribe button, and the data-retention notice. **Sync** - sends everything recorded on this device to the server and pulls down what changed elsewhere. Status tells you whether anything is still waiting. Chapter 14 explains why this matters before you generate a document. **New Inspection** - opens the form for a new job (Chapter 5). **Company Profile** - your letterhead, logo, licenses and client agreements (Chapter 4). **Narrative Library** - the written observations the app offers you as chips (Chapter 7). **REAC NSPIRE** - the pre-REAC module (Chapter 13). Marked ADD-ON until the plan is on the account. **How this app works** - nine guided walkthroughs inside the app, in both languages, with simulated screens you can tap. **Log Out** and **Delete My Account**. **Saved Inspections** - every job on the account, newest first. A green Continue where you left off card appears above it once you have started one.



The home screen of a new account.



The nine in-app walkthroughs. Nothing you do inside one touches your real inspections.

CHAPTER 4

Company profile, logo and licenses

Everything you type here prints at the top of every report you ever send. Fill it in once, before your first job.

- 1 Tap **More** at the bottom right, then **Company Profile**.
- 2 **Company Name, Inspector Name, Inspector Certification, License, Phone, Email, Website** - this is the letterhead a client reads before they read a word of the report.
- 3 **Mailing address** and **REAC inspector ID** print on the REAC report cover only.
- 4 **Texas (TREC) Details** - your TREC license number, and your sponsor's name and license if you hold an Apprentice or Real Estate Inspector license. Used only on the REI 7-6. Leave blank if you do not inspect in Texas.
- 5 **Florida Details** - license type, license number and your initials. Used only on the 4-Point and Wind Mitigation forms. Leave blank if you do not inspect in Florida.
- 6 **Logo** - tap **Choose file**, pick your logo (PNG or JPEG), then tap **Upload Logo**. It prints on the report cover.
- 7 Tap **Save Company Profile**. The panel closes and Company profile saved appears.

The screenshot displays the 'Semper Fi Home Inspections' app interface. At the top, there's a header with the company name and email. Below this, a 'Semper Fi Pro' subscription status is shown with an expiration date of 8/24/2031. A section for subscription management includes a button to 'Manage or cancel your subscription'. The main part of the screen is titled 'YOUR COMPANY' and contains a 'Close Company Profile' button. Below this is a 'Narrative Library' section. A 'HELP' section follows, with links to a 'User Guide (PDF)', 'How this app works', and instructions on adding the app to a home screen. At the bottom, there's a navigation bar with icons for Home, Inspections, REAC, and More. The 'More' menu is expanded, showing options like 'Terms of Service', 'Privacy Policy', 'Log Out', and 'Delete My Account'. The 'Company Profile' section is highlighted, showing a form with fields for: Company Name (Northstar Home Inspections), Inspector Name (Alex Rivera), Inspector Certification (InterNACHI Certified Professional Inspector), License Number (HI-00000), Phone Number ((555) 010-2020), Email (alex@northstar-inspections.example), and Website (https://northstar-inspections.example).

The profile filled in for the invented company used throughout this guide.

100 Sample Street, Suite 2, Anytown, CA 00000

AD0000

Texas (TREC) Details
 Used only on the TREC REI 7-6 form. Leave blank if you do not inspect in Texas.

TREC 00000

Sponsor is required only if you hold an Apprentice or Real Estate Inspector license and work under a Professional Inspector.

Sponsoring Professional Inspector

Sponsor TREC License #

Florida Details
 Used only on the 4-Point and Wind Mitigation forms. Leave blank if you do not inspect in Florida.

License Type

Let blank, this is taken from the qualification you tick on the Wind Mitigation form.

H0000

A.R.

Printed on the Inspectors Initials line at the bottom of every page of the CIR-83-3902. 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



Choose File | No file chosen

Upload Logo Remove 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.

Florida Association TREC REI 7.6

Further down the same panel: the Texas and Florida license blocks.

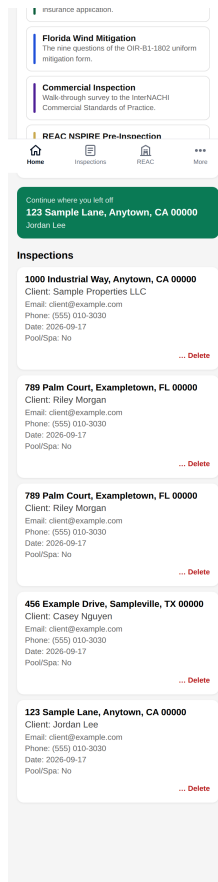
The Texas and Florida blocks are attestations. The app fills in what you typed; it never decides whether you are qualified to sign a state form.

A home inspection, step by step

This chapter follows one job from the New Inspection form to the finished PDF. Every other inspection type uses the same screens with a different section list, so read this one first.

1. Create the inspection

- 1 Tap **New Inspection** on the home screen.
- 2 Under **What are you inspecting?** pick the product - here, **Home Inspection**. The choice decides the section list, the checklist and which documents the job can produce. It can be changed later.
- 3 Client name, email and phone; the property address; optionally the client's current address, inspection time and fee.
- 4 **Inspection Date** is required. **Type of Inspection** (Buyer / Pre-Purchase, Pre-Listing, and so on) prints on the cover. Tick **Has Pool / Spa** to add that section.
- 5 Tap **Save Inspection**. The job is saved on the device immediately - no signal needed - and the inspection screen opens.



The New Inspection form, filled in.

2. The inspection screen

The top card shows the details (tap **Edit Inspection** to change them). Below it: the **CoverPhoto** (take one, choose one from the gallery, or upload a file - then tap **Upload CoverPhoto**); **Quick Access** with the buttons you use most; then the sections grouped as Exterior /Structure, Interior Living Areas, Systems / Utility Areas, and the Bedrooms and Bathrooms you add.

The screenshot shows a mobile app interface for an inspection. At the top, there's a 'Back' button and the address '123 Sample Lane, Anytown, CA 00000'. Below this is the 'Inspection Details' section with fields for Client (Jordan Lee), Client Email (client@example.com), Client Phone ((555) 010-3030), Date (2026-09-17), Type (Buyer / Pre-Purchase), Pool/Spa (No), and Texas (TREC REI 7-6) (No). An 'Edit Inspection' button is next to the details. The 'Cover Photo' section has buttons for 'Take Cover Photo', 'Choose Cover Photo', and 'Upload Cover Photo'. Below this is a placeholder for a cover photo with the text 'No cover photo selected yet.' and a sample photo of a roof. The 'Quick Access' section contains buttons for 'Open Garage', 'Add Bedroom', and 'Add Bathroom'. Below this is the 'Client agreement' section with a signature line and an 'Open signed agreement' button. The 'Print / Save Home Inspection' button is also present. The 'Imprimir / guardar en español' button is at the bottom of the quick access section. The 'Florida insurance forms' section has a text area for adding forms and two checkboxes for '4-Point' and 'Wind Mitigation'. The 'Bedrooms' section is at the bottom with a 'Primary Bedroom' entry.

The inspection screen just after saving. The yellow line says one change has not reached the server yet.

Add Bedroom and **Add Bathroom** ask for a name ("Primary Bedroom", "Hall Bathroom") and add a room with its own component list. Add as many as the house has.

3. Work a section

- 1 Tap a section -**Roof**, say. Each component in it has five statuses: **OK**, **DEFECT**, **SAFETY**, **NI** (not inspected) and **NP** (not present). Tap one for every component. Every tap saves on the device as you go.
- 2 **Section Details (optional)** at the top holds section-level fields (materials, viewed from, and so on) that print above the components.

The Roof section before anything is marked.

4. Record a defect

Tap **DEFECT** (or **SAFETY**) and the finding panel opens under the component:

- 1 **Severity** - MINOR, MODERATE or MAJOR.
- 2 **Your narratives** - the library's written observations for this component, as chips. Tap one or more; each drops its text into **Notes** and its recommendation into **Recommendation**. **Add my own narrative** saves a new one for next time.
- 3 Type anything else in **Notes** and **Recommendation**, then tap **Save Severity / Notes /Recommendation**.
- 4 **Photos -Take Photo** opens the camera, **Choose Photo** opens the gallery. Then tap **Upload Photo**. The photograph prints beside this finding. Chapter 6 covers markup and ordering.
- 5 On a TREC job the grey line under the severity ("TREC I.C Roof Covering Materials → I and D will be checked") tells you which box on the state form this component fills.

Roof

Tap a status for each component.

Section Details (optional)

Show

Roof coverings

OK

DEFECT

SAFETY

NI

NP

Severity

MINOR

MODERATE

MAJOR

TREC I/C Roof Covering Materials - I and D will be checked

Your narratives

0 saved - tap more than one

Hail-related shingle damage

Missing or displaced shingles

Excessive granule loss observed

Curling or cupping shingles

Exposed fasteners on covering

Second roofing layer present

Ridge cap shingles damaged

Debris accumulation in valleys

Add my own narrative

+ Save as narrative

Notes

1. One or more shingles were observed missing, lifted, or displaced from their original position. Exposed underlayment or decking at these locations is more susceptible to water intrusion.

Recommendation

Recommend repair by a licensed roofing contractor before close of escrow.

Save Severity / Note / Recommendation

Photos

Take Photo

Choose Photo

Upload Photo

No photo selected yet.

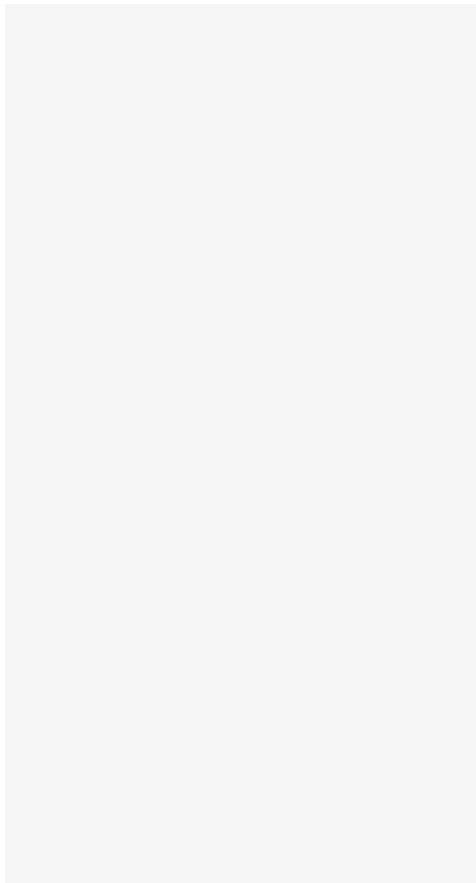
Uploaded Photos

1. One or more shingles were observed missing, lifted, or displaced from their original position. Exposed underlayment or decking at these locations is more susceptible to water intrusion. 2. Roofing fasteners were observed exposed or backed out above the surface of the shingles

A MODERATE defect on the roof covering: two narrative chips selected, notes and recommendation filled, and a photograph uploaded.

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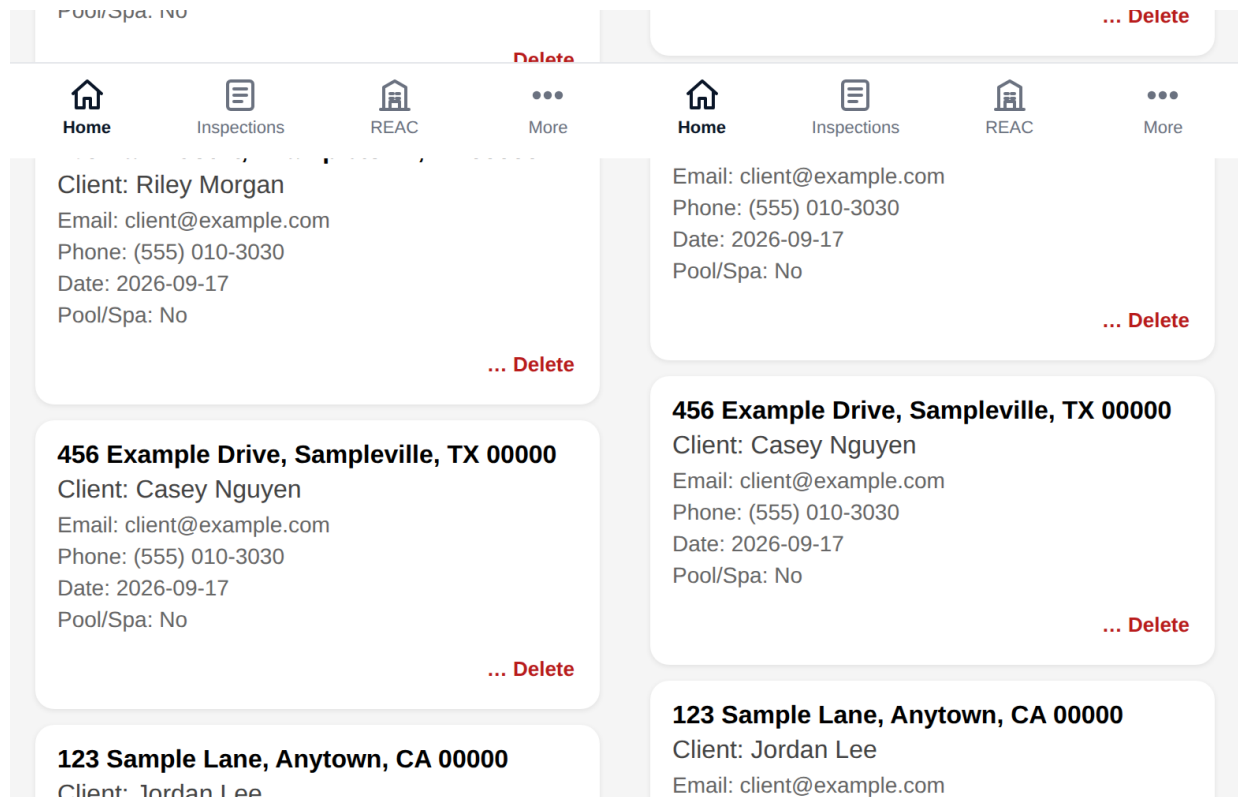
A SAFETY finding in a bedroom, recorded the same way.

Tap **Back** to return to the inspection screen and open the next section. The section list does not have to be done in order.

5. Sync, then generate the report

Reports are built on the server from what it has received. Anything still waiting on the device prints blank - no error, just a report missing the last hour. So:

- 1 With a signal, tap **Sync** on the home screen and wait for Status: All synced. The yellow "Not synced yet" line on the inspection screen disappears.
- 2 Open the inspection and tap **Print / Save Home Inspection**. If you have a saved signature you can sign the report; otherwise tap **Generate Without Signing**.
- 3 The PDF downloads (on Android it opens in your viewer and lands in Downloads).
Imprimir/ guardar en español produces the Spanish version of the same report.



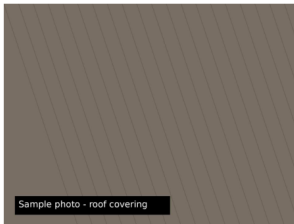
Before and after Sync: 19 items waiting, then All synced.

Northstar Home Inspections

Alex Rivera
InterNACHI Certified Professional Inspector
HI-00000
Phone: (555) 010-2020
Email: alex@northstar-inspections.example
<https://northstar-inspections.example>

Home Inspection Report

Client: Jordan Lee
Client Email: client@example.com
Client Phone: (555) 010-3030
Property: 123 Sample Lane, Anytown, CA 00000
Date: 2026-09-17
Type of Inspection: Buyer / Pre-Purchase



Roof

Roof coverings

Status: Defect

Severity: Moderate

Notes: 1. One or more shingles were observed missing, lifted, or displaced from their original position. Exposed underlayment or decking at these locations is more susceptible to water intrusion.
2. Roofing fasteners were observed exposed or backed out above the surface of the shingles in one or more locations. Exposed fasteners can create a path for water intrusion.
Several shingles missing on the south slope near the ridge. Underlayment exposed.

Recommendation: Recommend repair by a licensed roofing contractor before close of escrow.



1. One or more shingles were observed missing, lifted, or displaced from their original position. Exposed underlayment or decking at these locations is more susceptible to water intrusion.
2. Roofing fasteners were observed exposed or backed out above the surface of the shingles in one or more locations. Exposed fasteners can create a path for water intrusion.
Several shingles missing on the south slope near the ridge. Underlayment exposed.

Flashings

Status: Ok

Penetrations

Status: Ok

Gutters

Status: Ok

The generated report: cover with letterhead, cover photo and client details; then each section with its findings, notes, recommendations and photographs.

Recámara

Contactos / apagadores

Estado: Riesgo de seguridad

Gravedad: Mayor

Defecto material

Notas [sin traducir]: A receptacle was observed energized but without a functioning ground path during testing. An ungrounded, energized receptacle is a shock hazard where connected equipment relies on the ground path for protection.

Outlet next to the window shows open ground on the tester.

Recomendación: Haga que un electricista certificado evalúe y corrija el problema.



A receptacle was observed energized but without a functioning ground path during testing. An ungrounded, energized receptacle is a shock hazard where connected equipment relies on the ground path for protection. Outlet next to the window shows open ground on the tester.

Muros / plafón

Estado: Correcto

Pisos

Estado: Correcto

Puertas

Estado: Correcto



Northstar Home Inspections

Alex Rivera

InterNACHI Certified Professional Inspector

HI-00000

Phone: (555) 010-2020

Email: alex@northstar-inspections.example

<https://northstar-inspections.example>

Reporte de inspección de vivienda

Cliente: Jordan Lee

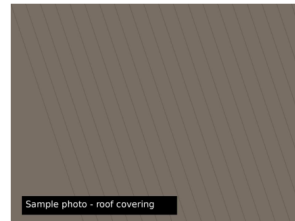
Correo del cliente: client@example.com

Teléfono del cliente: (555) 010-3030

Inmueble: 123 Sample Lane, Anytown, CA 00000

Fecha: 2026-09-17

Tipo de inspección: Buyer / Pre-Purchase



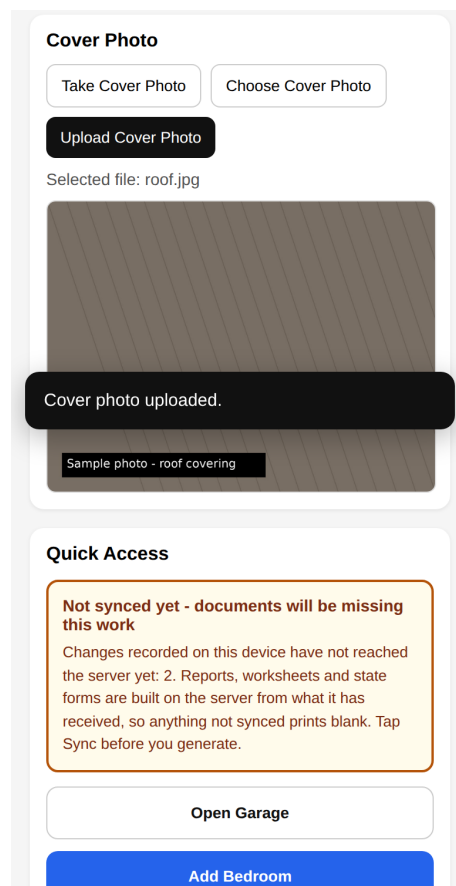
The same job printed with Imprimir / guardar en español.

Photographs

Where they go. Every finding, the cover, each Florida photo set and each REAC deficiency has its own photo controls. A photograph belongs to the thing it was taken under and prints beside it.

Take Photo opens the camera; **Choose Photo** opens the gallery; on a computer, **UploadPhoto** lets you pick a file. iPhone HEIC files are accepted. **Markup.** After a photo is added, tap it to draw arrows and circles and add a note; the marked-up copy is what prints. **Order.** Photographs print in the order shown under the finding; use the arrows to reorder. **Remove** takes one off the finding.

No signal. Photographs are stored on the device and go up on the next sync. On Android a copy is also written to the phone gallery under Pictures / Semper Fi Inspections, so nothing is lost if the app is uninstalled. **Storage full.** The app refuses the photo and tells you, rather than deleting anything.

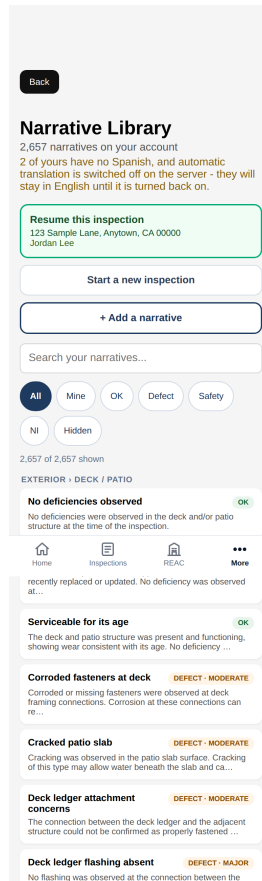


The cover photo block on the inspection screen.

The narrative library

The app ships with 2,657 written observations covering every section and component, in English and Spanish. They appear as chips on every finding panel, filtered to the component you are on. You never have to use them - and anything you write yourself is saved and offered next time.

- 1 Tap **Narrative Library** on the home screen. Filter by **All**, **Mine**, status (OK / Defect / Safety / NI) or **Hidden**.
- 2 + **Add a narrative**: choose the section, component, status and severity, give it a short chip label, write the observation (goes in Notes) and the recommendation, and tap **Save to library**.
- 3 Open any narrative to edit it, **hide** it so it stops appearing as a chip (reports that already used it are unchanged), or **delete** one of your own.



The library, with the filters and the first entries.

The library is cached on the device, so the chips work with no signal. Edits made offline are sent on the next sync.

Client agreements

You paste your own agreement wording once - one per inspection type, and a separate Spanish one if you want it. We supply no template and never edit or translate what you wrote. The app delivers it, records the signature, and emails the signed PDF to both of you.

Set up the wording

- 1 Open **Company Profile** and scroll to **Client Agreements**. Pick the inspection type and **English version** or **Spanish version**.
- 2 Type a **Document title** and paste the **Agreement wording**.
- 3 Tap a **marker** to drop it where the cursor is: `{{client_name}}`, `{{property_address}}`, `{{inspection_date}}`, `{{fee}}`, `{{company_name}}`, `{{inspector_name}}`, `{{license_number}}` and so on. Each is filled in per job.
- 4 Tick **I wrote this agreement or have the right to use it** and tap **Save agreement**.

1. Scope. The inspection is a non-invasive visual examination of the readily accessible systems and components of the home. It is not a code

Tap a marker to drop it where your cursor is. Each one is filled in per job.

`{{client_name}}` `{{client_email}}` `{{client_phone}}`
`{{client_address}}` `{{property_address}}`
`{{inspection_date}}` `{{inspection_time}}`
`{{inspection_type}}` `{{inspector_name}}`
`{{license_number}}` `{{company_name}}` `{{fee}}`

Copy all markers

☒ I wrote this agreement or have the right to use it. I am responsible for its content and for whether it is enforceable where I work. This app delivers it and records the signature, and does nothing else.

Saved

A Spanish agreement is a separate one you write yourself. We never translate an agreement - a translated clause is a clause you did not write.

Devices

Your account can be signed in on 2 devices at a time - for example your phone on site and your computer for reports. To sign in somewhere new, sign out of one here first.

Chrome on Linux this device
 Last seen 2 min ago

Chrome on Linux
 Last seen 3 h ago Sign out

Chrome on Linux
 Last seen 3 h ago Sign out

Chrome on Linux
 Last seen 9/19/2026 Sign out

Sign out everywhere

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

The agreements editor with sample wording and the marker chips.

Send it, or sign at the door

On the inspection screen, under Quick Access: **Email the agreement** sends the client a link to read and sign on their own phone (sync the inspection first). **Sign at the door** opens the agreement on your phone - hand it to the client, they type their name, sign with a finger, tick

the acknowledgement and tap **Agree and sign**. That works with no signal; the signature goes up on your next sync and the signed PDF is emailed to both of you.

2026.

1. Scope. The inspection is a non-invasive visual examination of the readily accessible systems and components of the home. It is not a code compliance inspection, a warranty, or a guarantee.
2. Fee. The fee for this inspection is \$450, due at or before the inspection.
3. Report. The Client will receive a written report

Type your full name

Jordan Lee

Sign below



Clear

Email for their copy

client@example.com

☒ I have read this agreement and I agree to it. I understand my signature is recorded electronically.

Agree and sign

Signed here, this is stored on the phone and goes up on your next sync. The document records that it was signed in person.

Back

123 Sample Lane,
Anytown, CA 00000

Inspection Details

Edit Inspection

Client: Jordan Lee
Client Email: client@example.com
Client Phone: (555) 010-3030
Date: 2026-09-17
Type: Buyer / Pre-Purchase
Pool/Spa: No
Texas (TREC REI 7-6): No

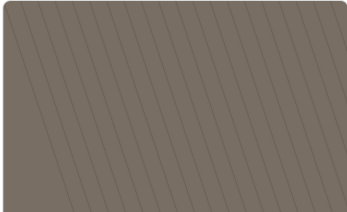
Cover Photo

Take Cover Photo

Choose Cover Photo

Upload Cover Photo

No cover photo selected yet.



Sign at the door: the agreement with the job's details filled in, then signed by the client.

Commercial inspection

Pick **Commercial** on the New Inspection form. It runs exactly like a home inspection - statuses, severity, narratives, notes, photographs, sync, report - with its own section list following the InterNACHI-CCPIA Commercial Standards of Practice: Site and Grounds, Building Exterior and Envelope, Overhead Doors and Loading, Roof, Structure and Foundation, Decks / Balconies / Walkways, Heating and Ventilation, Cooling, Plumbing, Electrical, Vertical Transportation, Special Systems, Life Safety and Fire Protection, Doors / Windows / Interior, Restrooms and Accessibility, Cooking Area, Attic / Insulation / Ventilation, Fireplaces.

The image shows a vertical list of inspection sections for a commercial job. The sections are grouped into categories, each with a header and a list of sub-items. The categories and their sub-items are:

- Site and Grounds**
 - Building Exterior and Envelope
 - Overhead Doors and Loading
 - Roof
- Structure**
 - Structure and Foundation
 - Decks, Balconies and Walkways
- Building Systems**
 - Heating and Ventilation
 - Cooling
 - Plumbing
 - Electrical
 - Vertical Transportation
 - Special Systems
- Life Safety**
 - Life Safety and Fire Protection
- Interior**
 - Doors, Windows and Interior
 - Restrooms and Accessibility
 - Cooking Area
 - Attic, Insulation and Ventilation
 - Fireplaces

A commercial job: the section groups Site / Exterior, Structure, Building Systems, Life Safety and Interior.

Back

Exterior

Tap a status for each component.

Section Details (optional)Show

Error loading findings.

Exterior Walls (Siding / Stucco / Cladding)

OKDEFECTSAFETYNI NP

Exterior Trim (Fascia / Soffit / Window & Door Trim)

OKDEFECTSAFETYNI NP

Windows

OKDEFECTSAFETYNI NP

Doors

OKDEFECTSAFETYNI NP

Driveway / Walkways

OKDEFECTSAFETYNI NP

Grading / Drainage

OKDEFECTSAFETYNI NP

Deck / Patio

OKDEFECTSAFETYNI NP

Visible foundation exterior

OKDEFECTSAFETYNI NP

Porches / Balconies / Carports

The commercial Roof section has its own components.



Northstar Home Inspections

Alex Rivera
InterNACHI Certified Professional Inspector
HI-00000
Phone: (555) 010-2020
Email: alex@northstar-inspections.example
<https://northstar-inspections.example>

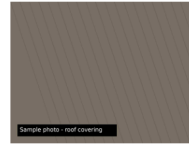
Commercial Property Inspection Report

Client: Sample Properties LLC
Client Email: client@example.com
Client Phone: (555) 010-3030
Property: 1000 Industrial Way, Anytown, CA 00000
Date: 2026-09-17
Type of Inspection: Buyer / Pre-Purchase

Roof

Roof covering

Status: Defect
Severity: Major
Recommendation: Have a commercial roofing contractor evaluate and price repairs before purchase.



Exposed membrane

Status: Ok

Slopes and drainage design

Status: Ok

Ponding

Status: Ok

Roof drains and scuppers

Status: Ok

Overflow drains

Status: Ok

Print / Save Commercial Report produces the commercial report.

Texas TREC (REI 7-6)

Pick **Texas TREC** on the New Inspection form (or tick Texas (TREC REI 7-6) on a home inspection). You get the full home inspection plus two extra documents: the **TREC Worksheet** and the promulgated **REI 7-6** form, which fills itself in from what you mark - each component's grey line tells you which TREC item it feeds.

- 1 Make sure your TREC license (and sponsor, if any) is in Company Profile. It prints on the form.
- 2 Work the sections as in Chapter 5.
- 3 Sync, then tap **Generate TREC Form**. The app first runs a **coverage check**: it lists every TREC item with nothing recorded and offers **Go fix it** for each. Nothing is generated until you choose to.
- 4 **Generate TREC Worksheet** gives you the item-by-item worksheet; **Generate TRECForm** gives you the REI 7-6 itself.

The screenshot shows the 'Generate TREC Worksheet' screen. At the top, there are two buttons: 'Generate TREC Worksheet' (orange) and 'Generate TREC Form' (dark blue). Below these is a note: 'The worksheet is not the official TREC form — it is for transcribing. Generate TREC Form produces the REI 7-6 itself.' The main content is a list of categories with their counts and 'Add' buttons:

- Bedrooms**: No bedrooms added yet. [Add Bedroom](#)
- Bathrooms**: No bathrooms added yet. [Add Bathroom](#)
- Exterior / Structure**:
 - Exterior
 - Foundation / Structure
 - Roof
 - Garage
- Interior Living Areas**:
 - Kitchen
 - Living Room
 - Dining Room
 - Laundry
 - Hallways / Stairs
 - Interior
- Systems / Utility Areas**:
 - Attic / Insulation / Ventilation
 - Electrical
 - Plumbing
 - Heating
 - Cooling
 - Chimney / Fireplace

The coverage check: 1 of 41 items answered on this sample job, and the list of what is missing.



PROPERTY INSPECTION REPORT FORM

<i>Casey Nguyen</i>	<i>September 17, 2020</i>
<i>Name of Client</i>	<i>Date of Inspection</i>
<i>456 Example Drive, Sampleville, TX 00000</i>	
<i>Address of Inspected Property</i>	
<i>Alex Rivera</i>	<i>TREC 00000</i>
<i>Name of Inspector</i>	<i>TREC License #</i>
<i>Name of Sponsor (if applicable)</i>	<i>TREC License #</i>

PURPOSE OF INSPECTION

A real estate inspection is a visual survey of a structure and a basic performance evaluation of the systems and components of a building. It provides information regarding the general condition of a residence at the time the inspection was conducted. It is *important* that you carefully read ALL of this information. Ask the inspector to clarify any items or comments that are unclear.

RESPONSIBILITY OF THE INSPECTOR

This inspection is governed by the Texas Real Estate Commission (TREC) Standards of Practice (SOPs), which dictates the minimum requirements for a real estate inspection.

The inspector IS required to:

- use this Property Inspection Report form for the inspection;
- inspect only those components and conditions that are present, visible, and accessible at the time of the inspection;
- indicate whether each item was inspected, not inspected, or not present;
- indicate an item as Deficient (D) if a condition exists that adversely and materially affects the performance of a system or component **OR** constitutes a hazard to life, limb or property as specified by the SOPs; and
- explain the inspector's findings in the corresponding section in the body of the report form.

The inspector IS NOT required to:

- identify all potential hazards;
- turn on decommissioned equipment, systems, utilities, or apply an open flame or light a pilot to operate any appliance;
- climb over obstacles, move furnishings or stored items;
- prioritize or emphasize the importance of one deficiency over another;
- provide follow-up services to verify that proper repairs have been made; or
- inspect system or component listed under the optional section of the SOPs (22 TAC 535.233).

RESPONSIBILITY OF THE CLIENT

While items identified as Deficient (D) in an inspection report DO NOT obligate any party to make repairs or take other actions, in the event that any further evaluations are needed, it is the responsibility of the client to obtain further evaluations and/or cost estimates from qualified service professionals regarding any items reported as Deficient (D). It is recommended that any further evaluations and/or cost estimates take place prior to the expiration of any contractual time limitations, such as option periods.

Please Note: Evaluations performed by service professionals in response to items reported as Deficient (D) on the report may lead to the discovery of additional deficiencies that were not present, visible, or accessible at the time of the inspection. Any repairs made after the date of the inspection may render information contained in this report obsolete or invalid.

REPORT LIMITATIONS

This report is provided for the benefit of the named client and is based on observations made by the named inspector on the date the inspection was performed (indicated above).

ONLY those items specifically noted as being inspected on the report were inspected.

This inspection IS NOT:

- a technically exhaustive inspection of the structure, its systems, or its components and may not reveal all deficiencies;
- an inspection to verify compliance with any building codes;
- an inspection to verify compliance with manufacturer's installation instructions for any system or component and DOES NOT imply insurability or warranty of the structure or its components.

REI 7-6 (8/10/21)

Promulgated by the Texas Real Estate Commission • (512) 936-3000 • www.trec.texas.gov

Report Identification: 456 Example Drive, Sampleville, TX 00000

I=Inspected NI=Not Inspected NP=Not Present D=Deficient
I NI NP D

I. STRUCTURAL SYSTEMS

- ☐ ☐ ☐ ☐ **A. Foundations**
Type of Foundation(s):
Comments:
- ☐ ☐ ☐ ☐ **B. Grading and Drainage**
Comments:
- ☒ ☐ ☐ ☒ **C. Roof Covering Materials**
Types of Roof Covering:
Viewed From:
Comments:
Roof coverings (DEFECT): One or more shingles were observed missing, lifted, or displaced from their original position. Exposed underlayment or decking at these locations is more susceptible to water intrusion.
Recommendation: Have a licensed roofing contractor replace the affected shingles.
- ☐ ☐ ☐ ☐ **D. Roof Structures and Attics**
Viewed From:
Approximate Average Depth of Insulation:
Comments:
- ☐ ☐ ☐ ☐ **E. Walls (Interior and Exterior)**
Comments:
- ☐ ☐ ☐ ☐ **F. Ceilings and Floors**
Comments:
- ☐ ☐ ☐ ☐ **G. Doors (Interior and Exterior)**
Comments:
- ☐ ☐ ☐ ☐ **H. Windows**
Comments:
- ☐ ☐ ☐ ☐ **I. Stairways (Interior and Exterior)**
Comments:
- ☐ ☐ ☐ ☐ **J. Fireplaces and Chimneys**
Comments:
- ☐ ☐ ☐ ☐ **K. Porches, Balconies, Decks, and Carports**
Comments:
- ☐ ☐ ☐ ☐ **L. Other**
Comments:

II. ELECTRICAL SYSTEMS

- ☐ ☐ ☐ ☐ **A. Service Entrance and Panels**
Comments:

Page 3 of 6

REI 7-6 (8/9/21)

Promulgated by the Texas Real Estate Commission • (512) 936-3000 • www.trec.texas.gov

The REI 7-6: page 1 with the property, client and inspector, and page 3 with I.C Roof Covering Materials marked Inspected and Deficient from the roof finding.

C. Other ☐ I ☐ NI ☐ NP ☐ D

No findings. Leave blank or complete on the official form.

III. HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS

A. Heating Equipment ☒ I ☐ NI ☐ NP ☐ D

Inspected. No deficiencies recorded.

B. Cooling Equipment ☒ I ☐ NI ☐ NP ☐ D

Inspected. No deficiencies recorded.

C. Duct Systems, Chases, and Vents ☒ I ☐ NI ☐ NP ☐ D

Inspected. No deficiencies recorded.

D. Other ☐ I ☐ NI ☐ NP ☐ D

No findings. Leave blank or complete on the official form.

IV. PLUMBING SYSTEMS

A. Plumbing Supply, Distribution Systems and Fixtures ☒ I ☐ NI ☐ NP ☐ D

Inspected. No deficiencies recorded.

B. Drains, Wastes, and Vents ☒ I ☐ NI ☐ NP ☐ D

Inspected. No deficiencies recorded.

C. Water Heating Equipment ☒ I ☐ NI ☐ NP ☐ D

Inspected. No deficiencies recorded.

D. Hydro-Massage Therapy Equipment ☒ I ☐ NI ☐ NP ☐ D

Inspected. No deficiencies recorded.

E. Gas Distribution Systems and Gas Appliances ☒ I ☐ NI ☐ NP ☐ D

Inspected. No deficiencies recorded.

F. Other ☐ I ☐ NI ☐ NP ☐ D

No findings. Leave blank or complete on the official form.

V. APPLIANCES

A. Dishwashers ☒ I ☐ NI ☐ NP ☐ D

Inspected. No deficiencies recorded.

B. Food Waste Disposers ☒ I ☐ NI ☐ NP ☐ D

Inspected. No deficiencies recorded.

C. Range Hood and Exhaust Systems ☒ I ☐ NI ☐ NP ☐ D

Inspected. No deficiencies recorded.

TREC REI 7-6 WORKSHEET

Property Inspection Report - transcription worksheet

Northstar Home Inspections

THIS IS NOT THE OFFICIAL TREC FORM

It organizes this inspection's findings into REI 7-6 order so they can be transcribed.
Texas law requires delivery on the official TREC REI 7-6 form.

Client Casey Nguyen
Property 456 Example Drive, Sampleville, TX 00000
Date of Inspection 2026-09-17
Type of Inspection Buyer / Pre-Purchase
Inspector Alex Rivera, TREC License #TREC 00000

HOW TO USE THIS WORKSHEET

1. Open TREC's official REI 7-6 fillable PDF alongside this worksheet.
2. Work down in order. Each item below matches an item on the official form.
3. I and D are filled in from what you recorded.
4. Optional Systems with no findings default to NP - correct any the property has.
5. Mark NI yourself, with a reason, on anything you could not inspect.
6. Copy each comment into the matching comment area on the official form.
7. Review UNPLACED FINDINGS at the end and place those by hand.

The TREC worksheet.

Florida 4-Point

Pick **Florida 4-Point** on the New Inspection form, or add the form to an existing home inspection with **+ 4-Point** under Florida insurance forms - same client, same address, same photos. The inspection screen shows where each form section's answers live, and two buttons: **Open 4-Point Questions** and **Generate 4-Point Form**.

- 1 Tap **Open 4-Point Questions**. The top block is **Photographs the underwriter requires** - seven photo sets (dwelling each side, roof each slope, water heater with TPRV, under-cabinet plumbing, exposed valves, main panel with door label, panel with cover off, plus every hazard). These are pictures, not answers: tap **Take Photo** on each.
- 2 Then the four systems -**Electrical, HVAC, Plumbing, Roof** - as tap-to-answer fields: panel type, amps, wiring types, hazards present, and so on. Every answer saves as you go, with no signal needed.
- 3 Sync, then tap **Generate 4-Point Form**. If photo sets are still missing the app tells you how many before it generates.

The 4-Point questions screen: the required photo sets, then the Electrical System.

Take Photo
Choose Photo

Every hazard or deficiency noted
Take Photo
Choose Photo

Electrical System

Single-strand aluminum remediation needs separate documentation certified by a licensed electrician.

The home

Application / policy number

Year of home

1998

Main Panel

Type

☒ Circuit breaker

☐ Fuse

Total amps

200

Amperage sufficient for current usage?

Yes No

Panel age

2015

Year last updated

Brand / model

Square D QO

Second Panel

Type

☐ Circuit breaker

☐ Fuse

Total amps

Amperage sufficient for current usage?

Yes No

Panel age

Year last updated

Brand / model

Answering the electrical block - tap the option that matches what you found.

4-Point Inspection Form

Insured/Applicant Name: Riley Morgan

Application / Policy #:

Address Inspector: 789 Palm Court, Exampletown, FL 00000

Actual Year Built: 1998

Date Inspected: 09/17/2026

Minimum Photo Requirements:

☒ Dwelling: Each side

☒ Roof: Each slope

☐ Plumbing: Water heater (incl TPRV), under cabinet plumbing/drains, exposed valves

☐ Main electrical service panel with interior door label

☐ Electrical box with panel off

☐ All hazards or deficiencies noted in this report

A Florida-licensed inspector must complete, sign and date this form.

Be advised that Underwriting will rely on the information in this sample form, or a similar form, that is obtained from the Florida licensed professional of your choice. This information only is used to determine insurability and is not a warranty or assurance of the suitability, fitness or longevity of any of the systems inspected.

Electrical System

Separate documentation of any single strand aluminum wiring remediation must be provided and certified by a licensed electrician.

Main Panel

Type: ☒ Circuit breaker ☐ Fuse

Total Amps: 200

Is amperage sufficient for current usage? ☒ Yes ☐ No (explain)

Second Panel

Type: ☐ Circuit breaker ☐ Fuse

Total Amps:

Is amperage sufficient for current usage? ☐ Yes ☐ No (explain)

Indicate presence of any of the following:

☐ Cloth wiring

☐ Active knob and tube

☐ Branch circuit aluminum wiring (if present, describe the usage of all aluminum

* If single strand (aluminum branch) wiring, provide details of all remediation. Separate documentation of all work must be provided.

☐ Connections repaired via COPALUM crimp

☐ Connections repaired via AlumiConn

Hazards Present

☐ Blowing fuses

☐ Tripping breakers

☐ Empty sockets

☐ Loose wiring

☐ Improper grounding

☐ Corrosion

☐ Over fusing

☐ Double taps

☐ Exposed wiring

☐ Unsafe wiring

☐ Improper breaker size

☐ Scorching

☐ Other (explain)

General condition of the electrical system:

☐ Satisfactory ☐ Unsatisfactory (explain)

Supplemental information

Main Panel

Panel age: 2015

Year last updated:

Brand/Model: Square D QO

Second Panel

Panel age:

Year last updated:

Brand/Model:

Wiring Type(s)

☒ Copper

☐ Single Strand AL

☐ Multistrand AL

☐ Copper Clad AL

☐ Cloth (Knob & Tube)

☐ Cloth Jacket Rubber Insulated

☐ NM, BX or Conduit

☐ Other

4-Point Inspection Form

HVAC System

Central AC: ☐ Yes ☐ No

Central heat: ☐ Yes ☐ No

If not central heat, indicate primary heat source and fuel type:

Are the heating, ventilation and air conditioning systems in good working order? ☐ Yes ☐ No (explain)

Date of last HVAC servicing/inspection:

Hazards Present

Is a wood-burning stove or central gas fireplace present? ☐ Yes ☐ No Was it professionally installed? ☐ Yes ☐ No

Space heater used as primary heat source? ☐ Yes ☐ No

Is the source portable? ☐ Yes ☐ No

Does the air handler/condensate line or drain pan show any signs of blockage or leakage, including water damage to the surrounding area? ☐ Yes ☐ No

Supplemental Information

Age of system:

Year last updated:

(Please attach photo(s) of HVAC equipment, including dated manufacturer's plate)

Plumbing System

Is there a temperature pressure relief valve on the water heater? ☐ Yes ☐ No

Is there any indication of an active leak? ☐ Yes ☐ No

Is there any indication of a prior leak? ☐ Yes ☐ No

Water heater location:

General condition of the following plumbing fixtures and connections to appliances:

	Satisfactory	Unsatisfactory	N/A		Satisfactory	Unsatisfactory	N/A
Dishwasher	☐	☐	☐	Toilets	☐	☐	☐
Refrigerator	☐	☐	☐	Sinks	☐	☐	☐
Washing machine	☐	☐	☐	Sump pump	☐	☐	☐
Water heater	☐	☐	☐	Main shut off valve	☐	☐	☐
Showers/Tubs	☐	☐	☐	All other visible	☐	☐	☐

If unsatisfactory, please provide comments/details (leaks, wet/soft spots, mold, corrosion, grout/caulk, etc.).

Supplemental Information

Age of Piping Supply System:

Original to home

Completely re-piped

Partially re-piped

Age of Piping Drain System:

Original to home

Completely re-piped

Partially re-piped

Age of water heater

(Provide year and extent of renovation in the comments below)

Type of pipes (check all that apply)

☐ Copper

☐ PVC/CPVC

☐ Galvanized

☐ Cast Iron

☐ Polybutylene

☐ ABS

☐ PEX

☐ Other (specify)

Year installed:

Sample Form Insp4pt 03 25

Sample Form Insp4pt 03 25

The generated Citizens 4-Point form.

Semper Fi Home Inspection App · User Guide

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Florida Wind Mitigation (OIR-B1-1802)

Pick **Florida Wind Mitigation** on the New Inspection form, or add it with + **Wind Mitigation**. Tap **Open Wind Mitigation Questions**.

- 1 **Owner information** is taken from the inspection (owner name, address); add county, insurance company, policy number, year of home and number of stories.
- 2 **Your qualification to sign this form** - tick the one that applies. Section 627.711 F.S. limits who may sign a 1802; this is your attestation and nothing here is filled in for you.
- 3 The nine questions - 1 Building Code, 2 Region, 3 Roof Slope, 4 Roof Covering (with 4.2 Product Approval), 5 Roof Deck Attachment, 6 Roof to Wall Attachment, 7 Roof Geometry, 8 Sealed Roof Deck, 9 Opening Protection. Tap + to open one and pick the option that matches; the wording is the form's own.
- 4 Sync, then tap **Generate OIR-B1-1802**.

Owner information
Printed at the top of the OIR-B1-1802. The insurer uses this to match the form to a policy.
Owner Name: Riley Morgan
Address: 785 Palm Court, Exampletown, FL 00000

Contact Person
Home Phone
Work Phone
Cell Phone
Email
City
State
Zip
County
Insurance Company
Policy #
Year of Home
of Stories

Your qualification to sign this form
Section 627.711 F.S. limits who may sign a 1802. Tick the one that applies to you - this is your attestation, so nothing here is filled in for you.

☒ Home inspector licensed under s. 468.8314, with 3+ hours of CILB-approved hurricane mitigation training

☐ Building code inspector certified under s. 468.607

☐ General, building or residential contractor licensed under s. 489.111

☐ Professional engineer licensed under s. 471.015

☐ Professional architect licensed under s. 471.015

The wind mitigation questions with three of them opened.

Maintain a copy of this form and any documentation provided with the insurance policy.

☐ A. All roof coverings listed aboard meet the FBC with a FBC or Miami-Dade Product Approval listing current at the time of installation OR have a roofing permit application date on or after 3/1/02 OR the roof is original and built in 2004 or later.

☐ B. All roof coverings have a Miami-Dade Product Approval listing current at time of installation OR (for the HVHZ only) a roofing permit application after 9/1/1994 and before 3/1/2002 OR the roof is original and built in 1997 or later.

☐ C. One or more roof coverings do not meet the requirements of Answer "A" or "B."

☐ D. No roof coverings meet the requirements of Answer "A" or "B."

○ A. Plywood/Oriented strand bd (OSB) roof sheathing with minimum thickness of 7/16" attached to the roof truss/rafter (spaced a maximum of 24" o.c.) by staples or 6d nails spaced at 6" along the edge and 12" in the field. **OR** Batten decking supporting wood shakes or wood shingles (max 24" truss/rafter spacing). **OR** Any system of screws, nails, adhesives, other deck fastening system or truss/rafter spacing that has an equivalent mean ultimate uplift resistance of at least 55 psf, but less than that required for Options B or C below. (NOTE: If the nailing or rafter spacing is greater than specified above, or the roof decking is less than specified above, select Answer F. Other.)

- by B. Plywood/OSSB roof sheathing with a minimum thickness of 7/16" attached to the roof truss/rafter (spaced a maximum of 24" c.o.c.) by 8d common nails spaced a maximum of 12" in the field. **OR** Any system of screws, nails, adhesives, other deck fastening system or other fasteners attached to the roof truss/rafter (spaced a maximum of 12" in the field) by 8d common nails spaced a maximum of 24" truss/rafter spacing has a mean uplift resistance of at least 103 lbf.
- by G. Plywood/OSSB roof sheathing with a minimum thickness of 7/16" attached to the roof truss/rafter (spaced a maximum of 24" c.o.c.) by 8d common nails spaced a maximum of 6" in the field. **OR** Dimensional lumber/Tongue & Groove decking with a minimum of 2 nails per board (or 1 nail per board if each board is equal to or less than 6" in width). **OR** Any system of screws, nails, adhesives, other deck fastening system or other fasteners attached to the roof truss/rafter (spaced a maximum of 12" in the field) by 8d common nails spaced a maximum of 6" in the field (max 24" truss/rafter spacing) or has a mean uplift resistance of at least 182 lbf.
- d. Reinforced Concrete Roof Deck.
- E. Spray foam products with an uplift resistance of 110 PSF (FOS 1.5). (Spray foam must be installed along rafter/ deck intersections, all panel joints, etc.)
- f. Other:
- g. Unknown or unidentified.
- h. No attic access.

- ☐ Truss/rafter anchored to top plate of wall using nails driven at an angle through the truss/rafter and attached to the top plate of the wall, **OR**
- ☐ Metal connectors or structural fasteners that are not installed as intended do not meet the minimal conditions or requirements of B, C, or D, **OR**
- ☐ Other connection method documented to provide a substantiated wind allowable uplift capacity of 185 lbs. or greater.

- 1. Metal connectors secured to truss/rafter with a minimum of three (3) nails, and attached to the side and/or bottom of the wall framing top plate, or embedded into the bond beam, with less than 1/2" gap from the blocking or truss/rafter, and blocked no more than 1 1/2" from the truss/rafter, and free of visible severe corrosion, **OR**
- 2. Metal connectors consisting of a single strap that wraps over the truss/rafter, are secured to the side of the wall and/or bottom of the top plate with a minimum of three nails on each side and free of visible severe corrosion, **OR**
- 3. Purpose-made metal connector(s) or structural fastener(s) installed per the manufacturer's installation specifications to meet the substantiated wind allowable capacity detailed below.

*This verification form is valid for up to five (5) years provided no material changes have been made to the structure or inaccuracies found on the form. Some items listed may not qualify for a discount.

Page 2 of 6

Maintain a copy of this form and any documentation provided with the insurance policy.

Inspection Date:		
Owner Information:		
Owner Name: Riley Morgan		Contact Person:
Address: 789 Palm Court		Home Phone:
City: Exampletown, FL	Zip: 00000	Work Phone:
County:		Cell Phone: (555) 010-3030
Insurance Company:		Policy #:
Year of Home:	# of Stories:	Email: client@example.com

☐ A. Code in force at time of permit application was the FBC 2001 & 2004: Year Built _____. For homes built in 2002/2003, provide a permit application with a date after 3/1/2002: Building Permit Application Date (MM/DD/YYYY) _____.
☐ B. Code in force at time of permit application was the FBC 2007 and later: Year Built _____. For homes built in 2007/2008, provide a permit application with a date after 12/8/2006: Building Permit Application Date (MM/DD/YYYY) _____.
☐ C. For the VHYZ Only: Code in force at time of permit application was the SFBC-94: Year Built _____. For homes built in 1994, 1995, and 1996, provide a permit application with a date after 9/1/1994: Building Permit Application Date (MM/DD/YYYY) _____.

3. **Roof Slope:** For single-family homes with multiple slopes, indicate the slope that is at least two thirds of the main roof area when determining greater than or equal to 6:12, OR less than 6:12.
☐ Greater than or equal to ($\geq$ 6:12) ☐ Less than ($<$ 6:12).

41 Roof Covering Type:	Permit Application Date	FBC or MDC Product Approval #	Year of Original Installation or Replacement	No Information Provided for Compliance
☐ Asphalt/Fiberglass Shingle	___/___/___	_____	_____	☐
☐ Concrete/Clay Tile	___/___/___	_____	_____	☐
☐ Synthetic/Composite Tile	___/___/___	_____	_____	☐
☐ Metal	___/___/___	_____	_____	☐
☐ Built Up	___/___/___	_____	_____	☐
☐ Membrane	___/___/___	_____	_____	☐
☐ Other	___/___/___	_____	_____	☐

*This verification form is valid for up to five (5) years provided no material changes have been made to the structure or inaccuracies found on the form. Some items listed may not qualify for a discount.

Page 1 of 6

REAC NSPIRE pre-inspection module

For housing authorities, Section 8 landlords, multifamily owners and the inspectors they hire: walk a property the way HUD will, before HUD does. The module records deficiencies against HUD's NSPIRE standards - all 63 of them, with HUD's own severities, points and correction timeframes - and shows a projected score using HUD's arithmetic. It works with no signal.

An independent pre-inspection prepared for the property owner. Not a HUD inspection. Not affiliated with HUD, REAC, or any HUD contractor. HUD scores from a statistical sample of units that HUD selects, so an official inspection may examine different units and reach a different score.

1. Open the module and create a job

- 1 Tap **REAC NSPIRE** on the home screen. The first time, with a signal, wait until the red banner is gone - that is HUD's standards being stored on the device.
- 2 Tap **New pre-REAC inspection**: property name, address, units to inspect (optional - once you add units the score is divided by how many you actually added), units at the property, date. Tap **Create**. The job is written to the device first and created on the server when it syncs, so it works with no signal.

You can carry out the whole REAC inspection in Spanish - the screen, the spreadsheet and your crew's page all read Spanish. What prints in English is the report itself, because it quotes HUD's standards word for word.

PRE-REAC INSPECTION
REAC NSPIRE

Cancel **Back to the app**

Property name
Sample Gardens Apartments

Address
200 Example Boulevard, Anytown, CA 00000

Units to inspect
3

Units at property
24

Optional. Once you add units to the job, the score is divided by how many you actually added. Context only.

Date
09/17/2026

Create

No pre-REAC inspections yet.

► **How this module works (8 min walkthrough)**
Create a job, record a deficiency, work with no signal, and generate the report.

► **Tools HUD requires (Annex 3)**

PRE-REAC INSPECTION
REAC NSPIRE

← All inspections **Record a deficiency**

Report HUD standards

Sample Gardens Apartments Details
200 Example Boulevard, Anytown, CA 00000
3 units inspected of 24 · 2026-09-17

100.0 **PROJECTED PASS**
projected score out of 100 passing threshold 60
0 deficiencies recorded

This is a projected NSPIRE score based on the areas and units inspected during this visit. HUD scores from a statistical sample of units that HUD selects, so an official inspection may examine different units and reach a different score.

Starting score	100.0
Total deductions	-0.0
Units inspected	/ 3
Deduction per unit	-0.0
Unit-level points	0.0

► **Documents and certificates**
Optional — not scored. What a REAC inspector will ask for on the day.

► **On the day**
Optional — not scored. HUD's own inspection checklist, to work through before, during and after.

Places on this property
HUD scores three inspectable areas — Outside, Inside and the units — and the place you record in decides the points. Add the unit numbers off the rent roll before you walk.

The new-job form, and the job just created: a score card reading 100.0, PROJECTED PASS, and the three inspectable areas below.

2. Units, rooms, inside and outside areas

HUD scores three inspectable areas - **Unit**, **Inside** (common areas inside the building) and **Outside** (grounds and exterior) - and the place you record in decides the points. Add the unit numbers off the rent roll before you walk:

- Units** - type one unit number exactly as the rent roll writes it (12A, B-204, PH2) and tap **Add unit**. One at a time, no limit. The number of units in the list is what the score is divided by - counted, never typed.
- Add a room** under a unit - Bathroom, Kitchen, Bedroom, and so on. A room is not a fourth area; everything in it is still a Unit finding at Unit points. It changes the report heading ("Unit 101 > Bathroom") and, more importantly, the picker.
- Inside** and **Outside** - tap a chip (Hallway, Laundry room, Parking lot, Playground...) or type your own name. The chip names are HUD's own wording.
- Every unit and area carries its own **note** ("occupied, resident declined bedroom 2", "gate padlocked, perimeter only") that prints under its heading.

The screenshot shows the Semper Fi Home Inspection App interface. It features a list of units and areas to inspect. Each unit entry includes a 'Record a deficiency' button, an 'Add a room' button, and a 'Remove' button. Below these buttons, there are checkboxes for 'Not inspected - leave it out of the score, keep it on the report' and 'Alternate - waited in place of a unit that could not be inspected'. A note about the place is also displayed. The interface is organized into sections for 'Bathroom', '104', '207', 'Inside (1)', 'Laundry room', and 'Outside (1)'. The 'Inside (1)' section lists various rooms and areas, and the 'Outside (1)' section lists outdoor features like parking, walkways, and playgrounds.

Three units, a bathroom under 101, a laundry room inside and a parking lot outside. "3 units counted as inspected - this is what the score is divided by."

3. Record a deficiency

- 1 Stand in the place and tap **Record here** on the room (or **Record a deficiency** on the unit or area). The picker opens already knowing the place - "Recording in 101 / Bathroom, scored as Unit" - so the inspectable area is never a choice a tired thumb can get wrong.
- 2 The list is **short**: only the standards HUD names for that kind of place (a bathroom: 15 standards). Everything else is **folded** behind one button - "101 more that apply anywhere in the Unit - show them" - never hidden. Typing in the search box unfolds them.
- 3 Tap a standard, then the deficiency. Each shows HUD's severity, the area, and the correction timeframe ("Severe · Unit · correct within 24 hours").
- 4 Add a note and photographs, then tap **Record this deficiency** (the button counts the photographs you attached). Deficiency photographs are also saved to the phone gallery.

PRE-REAC INSPECTION

REAC NSPIRE

← Back to the inspection

Recording in
101 / Bathroom
Scored as Unit

Search all of HUD's standards...

- BATHTUB AND SHOWER**
5 deficiencies
- CABINET AND STORAGE**
2 deficiencies
- CALL-FOR-AID SYSTEM**
2 deficiencies
- DRAIN**
1 deficiency
- ELECTRICAL - GROUND-FAULT CIRCUIT INTERRUPTER (GFCI) OR ARC-FAULT CIRCUIT INTERRUPTER (AFCI) - OUTLET OR BREAKER**
3 deficiencies
- ELECTRICAL - SERVICE PANEL**
3 deficiencies
- FLOOR**
2 deficiencies
- GRAB BAR**
1 deficiency
- HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)**
8 deficiencies

PRE-REAC INSPECTION

REAC NSPIRE

← All standards

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

Electrical protection devices · NSPIRE Standards p.137

- GFCI OUTLET OR GFCI BREAKER IS NOT VISIBLY DAMAGED AND THE TEST OR RESET BUTTON IS INOPERABLE.
Severe · Unit · correct within 24 hours
- AFCI OUTLET OR AFCI BREAKER IS NOT VISIBLY DAMAGED AND THE TEST OR RESET BUTTON IS INOPERABLE.
Severe · Unit · correct within 24 hours
- AN UNPROTECTED OUTLET IS PRESENT WITHIN SIX FEET OF A WATER SOURCE. AFFIRMATIVE HABITABILITY REQUIREMENT
Severe · Unit · correct within 24 hours

The short list for a bathroom, and the GFCI standard opened with its three deficiencies.

PRE-REAC INSPECTION

REAC NSPIRE

[← All inspections](#)
[Record a deficiency](#)

[Report](#)
[HUD standards](#)

Sample Gardens Apartments
[Details](#)

200 Example Boulevard, Anytown, CA
 00000
 3 units inspected of 24 · 2026-09-17

95.1

projected score out of 100

PROJECTED PASS

passing threshold 60
1 deficiency recorded

This is a projected NSPIRE score based on the areas and units inspected during this visit. HUD scores from a statistical sample of units that HUD selects, so an official inspection may examine different units and reach a different score.

Starting score	100.0
Total deductions	-14.8
Units inspected	/ 3
Deduction per unit	-4.9
Unit-level points	4.9

What to correct first

• 4.9 ELECTRICAL - GROUND-FAULT CIRCUIT INTERRUPTER (GFCI) OR ARC-FAULT CIRCUIT INTERRUPTER (AFCI) - OUTLET OR BREAKER — AN UNPROTECTED OUTLET IS PRESENT WITHIN SIX FEET OF A WATER SOURCE, AFFIRMATIVE HABITABILITY REQUIREMENT (101 / Bathroom)

► Documents and certificates
 Optional — not scored. What a REAC inspector will ask for on the day.

► On the day
 Optional — not scored. HUD's own inspection checklist, to work through before, during and after.

Places on this property
 HUD scores three inspectable areas — Outside, Inside and the units — and the place you record in decides the points. Add the unit numbers off the rent roll before you walk.

3 units counted as inspected — this is what the score is divided by. Counted from the list below, never typed.

Units (3)
 One at a time, exactly as the rent roll writes it — 12A, B-204, PH2.

Unit number... [Add unit](#)

After recording one Severe unit deficiency: $14.8 \text{ points} \div 3 \text{ units} = 4.9 \text{ off}$, projected score 95.1, and "What to correct first".

4. The score

The score card follows HUD's formula: each deficiency's points (Life-Threatening 49.6 / 54.5 /60.0, Severe 12.2 / 13.4 / 14.8, Moderate 4.5 / 5.0 / 5.5, Low 2.0 / 2.2 / 2.4 for Outside / Inside /Unit) are divided by the number of units inspected and taken off 100. The same deficiency recorded twice in the same place is charged once. A unit-level total of 30 points or more after the division is a projected fail regardless of the total, exactly as HUD applies it. The score is computed on the server; with no signal the card shows the last server score marked stale, with the count of deficiencies recorded since.

5. Units that could not be inspected

Tick **Not inspected** under a unit and type why ("tenant refused entry"). It stays on the job and prints with its reason, and drops out of the divisor. The unit you walked in its place is added normally and ticked **Alternate**, naming the unit it replaced. **Remove** is only for a unit typed in by mistake - it warns you if findings or photographs would go with it.

Note about this place – occupied, gate padlocked, resident declined bedroom 2.

104 0 findings

Record a deficiency Add a room

Remove

☐ Not inspected — leave it out of the score, keep it on the report

☐ Alternate — walked in place of a unit that could not be inspected

Note about this place – occupied, gate padlocked, resident declined bedroom 2.

207 0 findings

☒ Not inspected — leave it out of the score, keep it on the report

Tenant refused entry

☐ Alternate — walked in place of a unit that could not be inspected

Note about this place – occupied, gate padlocked, resident declined bedroom 2.

Inside (1)
Common areas inside the building — hallways, laundry, community rooms, basements.

Hallway, laundry room, lobby... Add inside area

+ Hallway + Stairwell + Lobby

+ Community room + Laundry room

+ Mechanical room + Common area + Basement

+ Storage room + Office + Elevator

+ Corridor + Bathroom + Kitchen + Closet

+ Utility room + Garage + Attic

Laundry room 0 findings

Record a deficiency Remove

Note about this place – occupied, gate padlocked, resident declined bedroom 2.

Outside (1)
The grounds and the building's exterior — parking, walkways, playgrounds, roofs.

Parking lot, sidewalk, playgrou... Add outside area

+ Sidewalk + Walkway + Parking lot

Unit 207 marked not inspected with its reason; the score is now divided by 2.

6. Documents and certificates, and On the day

Two optional, unscored checklists on the job. **Documents and certificates** is what a REAC inspector will ask for on the day - elevator, boiler, fire alarm, lead-based paint and the rest. Mark each **Present**, **Not provided** or **N/A**, add a note and a photograph of the document. Every answer saves the moment you tap it; **Send now** sends what is waiting, and the line at the bottom of the panel tells you what has been sent. **On the day** is HUD's own inspection checklist - before, during and after - as tick boxes you work through over the days before the inspection.

Issued

mm / dd / yyyy

No date — cannot be shown to be current

Take photo Choose

Note

Optional — prints on the report

Boiler

One per boiler where a property has several.

Present **Not provided** N/A

Take photo Choose

Note

Optional — prints on the report

Sprinkler system

Covers the wet or dry system serving the building.

Present Not provided N/A

Fire alarm system

Panel and monitoring.

Present Not provided N/A

Other certificate

Generator, fire pump, backflow, anything else the property carries a certificate for.

Present Not provided N/A

Lead-Based Paint

Do not photograph resident names, unit-by-unit results, contact details or any other personally identifiable information. If PII is captured by accident, delete the photograph.

LBP Inspection Report

☒ **A.** Confirm time and place to meet escort.

☒ **B.** Remind the property to update all property information in PIC/REMS (Public and Indian Housing Information Center / Integrated Real Estate Management System).

☐ **C.** Remind the property to provide a copy of the resident notification to the residents.

☐ **D.** Confirm the property name, address and POC (point of contact) information.

☐ **E.** Inquire as to the original date of construction for the development.

☐ **F.** Inquire as to the presence of Carbon Monoxide sources on the property.

☐ **G.** For Multi-Family Properties, confirm that HUD's financial interest is complete

☐ **H.** Inform the POA (Property Owner's Agent) the inspector will need all property appropriate certificates.

☐ **I.** Inquire if the property is on a scattered site.

☐ **J.** Inquire if there is any other information about the property that the inspector should be made aware of.

2. ARRIVE ON TIME AND BE PREPARED

☐ **A.** Open the Semper Fi Home Inspection App and select the REAC Inspection Module. (This is critical: opening the module is what stores HUD's standards and this job's checklists on the device, so they are there if there is no signal at the property).

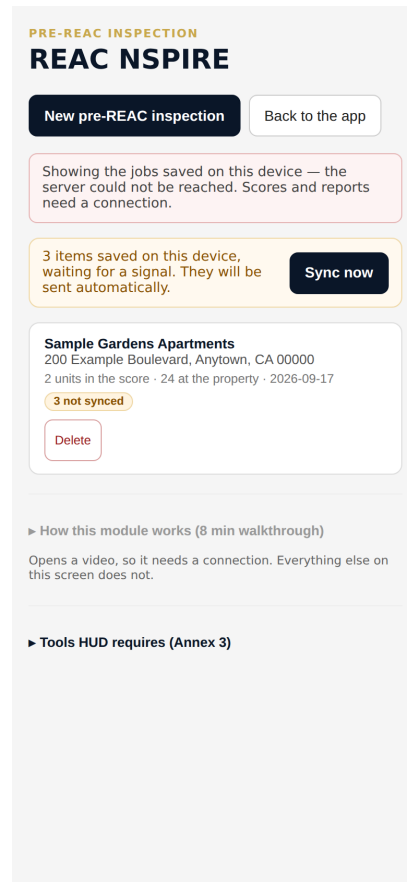
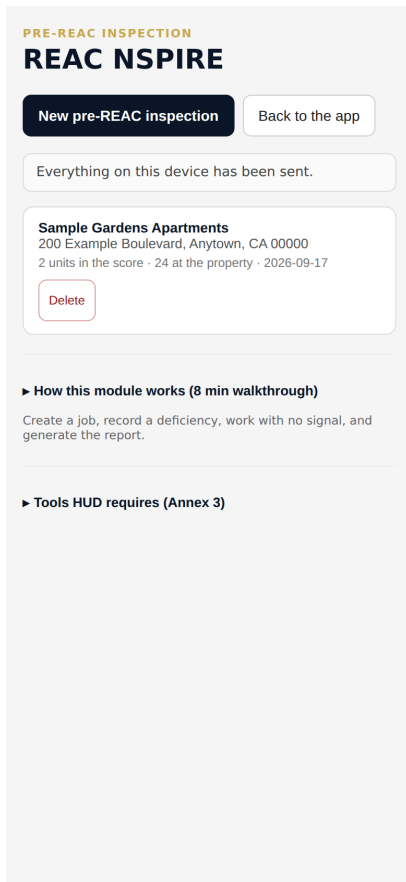
☐ **B.** Notify POA (Property Owner's Agent) if you are running late for the inspection

☐ **C.** Be prepared to see in dark places, measure essential inspectable items for

The documents checklist with two answers, and HUD's day-of checklist.

7. No signal

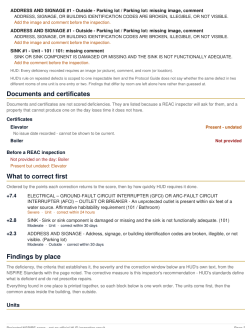
Everything above works in a basement or a boiler room. The job list shows "N items saved on this device, waiting for a signal - they will be sent automatically" and each job shows its unsent count. When the signal returns the module sends them itself; **Sync now** forces it. Scores and reports need a connection.



The job list with 3 items waiting for a signal, and after the signal returned.

8. The report

With a signal, tap **Report**. The PDF is named pre-reac-(property)-(date).pdf. It prints the cover with your letterhead and the HUD line, the projected score with its arithmetic and the units line, then the units first, then Inside, then Outside, each finding under its place with its photographs under it, the not-inspected units with their reasons, the two checklists, and a fix-this-first list.

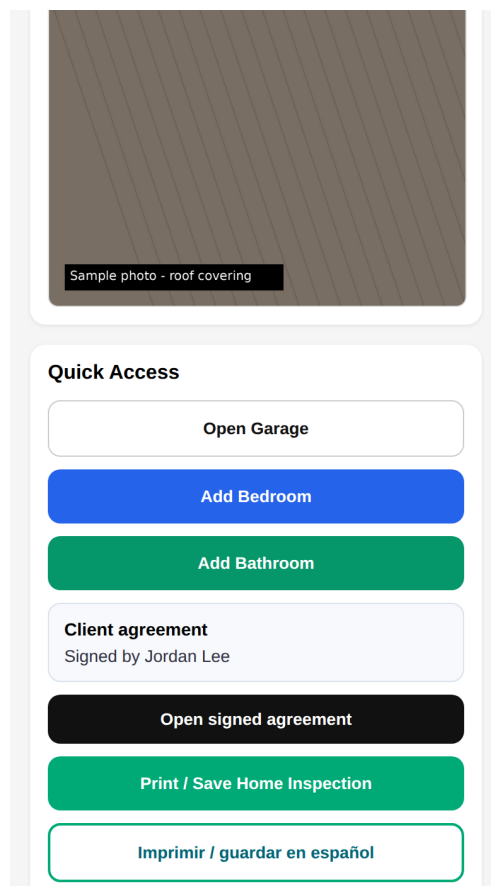


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Syncing, working offline, and sending

Everything you record lives on the device first. Creating a job, marking a status, writing a note, taking a photograph - none of it needs a signal. **Sync** on the home screen sends it all to the server and pulls down anything changed on another device. Status: All synced means nothing is waiting. The inspection screen shows a yellow "Not synced yet" line, with the count, until it is.

Documents are built on the server. Reports, worksheets and state forms print from what the server has. Sync before you generate; if you tap Generate with work still waiting, the app says so and asks before going ahead. **Sending.** The generated PDF downloads to the device; share it from there by email or any app. Client agreements are emailed by the app itself once signed. **Two devices.** Sync on the phone, then open the same account on the computer and sync again: the job, its findings and photographs are there.



The inspection screen's warning while work is still on the device.

Work orders: sending repairs to your crew

Finding the defect is half the job. This chapter is the other half: handing each deficiency to the person who will fix it, watching it close, and being able to prove afterwards that it was. It works the same way on home, commercial and REAC NSPIRE inspections.

What your crew needs

Nothing. No account, no app, no password, no download. Each worker receives a single link that opens in whatever browser is already on their phone.

Adding your crew

- 1 Open any inspection and choose **Send work orders**.
- 2 Under **Crew**, add each worker's name and email address.
- 3 Tap **Add**.

You do this once for your company, not once for each property. Everyone you add is available on every job from then on.

Correcting a name later moves their work with it. Every deficiency assigned under the old name moves to the new one automatically, across both home and REAC findings. It does not detach them from work they were already holding.

Removing somebody revokes their links. Every live link they hold stops working that moment. Their name stays on the work they already completed - removing somebody is not the same as erasing what they did.

Assigning the repairs

Against each deficiency, choose who is doing it.

A worker with nothing assigned cannot be sent a list. The send button shows the count beside their name and switches off at zero. This is deliberate: a link that opens to “Nothing is assigned to you on this job yet” wastes a trip, and a link already on somebody's phone cannot be recalled.

Sending

One link per worker. Sent by email or text from your own address, so it arrives from you and replies come back to you. It shows only that worker's items, on that one property, with your photographs and the location line.

One link for the whole job. For a supervisor who needs to see everything. Copy it and paste it wherever you like - this one emails nobody.

Sending the same list again extends the link they already have. You never end up with two live links for one person on one job. If you set a later expiry date, the existing link takes the new date.

What the worker sees

Their own list, in order, with your photographs. Each item has **Start** and **Done**.

Their page shows **Spanish with the English beside it**, not instead of it. A worker reads his own list in Spanish and can still read the unit number and the component back to a supervisor who does not speak Spanish.

What you see

Every tap reaches you within seconds. On each deficiency, a status chip: **Pending, In progress, Completed**. On your job list, how far along each property is - and **how much of it has nobody's name on it**.

That second number matters more than it looks. Without it, a property whose crew walked off reads exactly like one being actively worked: the same total, the same number done. The unassigned count is the only thing that tells them apart.

When work is handed back

A worker who cannot do an item hands it back, and the app asks why: not my trade, could not get access, needs parts, or other.

Any of these can carry their own words. "Needs parts" tells you to raise an order. "Needs a 40 gallon water heater" *is* the order. The note is stored separately from the category, so you can still count and filter by category while keeping the detail. "Other" will not send on its own - it requires the words, because an email reading "Reason given: Other" tells you exactly as much as no reason at all.

The repair returns to **Pending** - completed work is left alone, because a repair does not become unfinished when the person who did it takes their name off. You are emailed immediately with the reason **in the subject line**. The reason and note are stored so you can act on them on Tuesday, and both are cleared the moment anybody claims the work again.

Work past its correction window

Every REAC deficiency carries HUD's correction window, and the app knows the deadline.

Your office gets one email listing everything overdue - not one per deficiency. **The worker holding it** gets his own, with his items and his link attached. Both go out **two days before the deadline as well as after**, because the shortest window HUD prices is 24 hours and a warning that arrives afterwards is a reproach. Nothing without a deadline is ever called late.

Choosing what reaches you

Under **Notifications** in the send panel: **Every repair** sends an email per completed repair, naming the deficiency and the unit. **Urgent only** sends Life-Threatening and Severe as they happen. **A daily summary** sends one email listing the day's finished and unassigned work. **Never** sends nothing - the app and the spreadsheet still show everything.

This is set **once for the account**, not per job. A property with sixty deficiencies should not send sixty emails on the same morning. Overdue notices are not silenced by "A daily summary": the summary says what got done, and an overdue notice says what did not.

The spreadsheet

Export findings produces an Excel workbook, in English or Spanish, with every finding on one sheet: a **Status** dropdown, **Assigned to**, **Completion date**, correction due dates, and a dashboard counting what is overdue.

Those three columns are unlocked and the rest of the sheet is protected, so nobody breaks the file by typing in the wrong place. Columns are found by heading rather than by position, so inserting one does not silently break the counts.

Two things worth knowing about this file. Your crew's taps reach the office immediately and appear in the next export, with the name and the date - nothing has to be collected from anybody.

And **the file is a snapshot of the moment you exported it**: typing in your copy reaches nobody, not the crew, not the app, not another copy, and saving it changes nothing outside it.

An office ticking rows off in Excel all afternoon believes it is driving the system, and the crew never hears a word. The About sheet inside the workbook says so as well.

Which plans include this

All three. Inspector, REAC NSPIRE and Complete.

Your inspectors and your team

A company account has one front office and a number of inspector seats. The front office sees everything the company records and sends the work out; an inspector records inspections. The front office is included and uses no seat.

Everyone on the team shares one renewal date. Adding an inspector later extends the whole team at once rather than starting a separate clock.

Adding an inspector - two halves, and his comes first

An invitation is sent to an account that already exists, so your inspector signs up before you can invite him. Nobody is ever added to a company without agreeing to it.

- 1 Your inspector goes to the app himself and creates an account: name, email address, password.
- 2 He buys nothing and enters no card. He is covered by your company's subscription, and an account holding its own paid access cannot be added to a company - the app refuses it on purpose, so that nobody's billing is taken over.
- 3 He tells you which email address he used.

Then you, on your own screen

- 1 Open **More**, then **Your inspectors**.
- 2 Type the email address he gave you.
- 3 Press **Invite inspector**.

He opens his own account, sees the invitation and accepts it. He joins the company at that moment and not before. Until he accepts, nothing of his moves and nothing of yours is readable by him.

The invitation goes out through your own company mailbox - the same one your work orders and agreements leave from - so he sees it come from you rather than from us. If no mailbox is connected yet, connect it first on the same screen.

An invitation you sent by mistake

A pending invitation sits on the team screen with a **Cancel** beside it. Cancelling it costs nothing and the address is free to invite again.

If you inspect as well as run the team

On the team screen there is a switch reading **I inspect too**. Turn it on and you can record inspections yourself while still seeing the whole company's work and sending the repairs out. Leave it off and you are office-only: you see everything and record nothing.

Turning it on uses one inspector seat, because you become one of the people out working.

Extra office logins - free, and up to two

A second location, a scheduler or a partner can have an office login of their own. Press **Invite sub-office** on the same screen. A sub-office uses no inspector seat and costs nothing.

A sub-office reviews reports and sends work orders. It cannot record an inspection and it cannot change what an inspector found. That is deliberate: the person who walked the property is the person whose name is on the finding.

Two sub-offices are included. If you need more than two, contact us and we will quote you.

When somebody leaves

- 1 Deactivate them on the team screen. The seat frees up immediately and they are signed out everywhere.
- 2 Reassign their open work orders on the work-order screen. Deactivating somebody does not reassign their repairs - those are a separate decision and the app does not guess at it.

Everything they recorded stays with the company, with their name and license on every report they produced. A past inspection is a record of who did it, and that does not change because somebody left.

One thing worth knowing before you switch somebody off. Anything still sitting unsynced on their phone never reaches you. If they have been out on a job that day, have them open the app somewhere with a signal first.

Tracking the repairs

Work orders tell your crew what to fix. This chapter is about what comes back: why a job has not moved, how long it sat, and the proof that it was done.

Why a job is still open

When a worker marks an item in progress he taps a reason: parts on order, waiting on a part, waiting for access, waiting for approval, or working on it now. It shows on the item in your work-order screen alongside anything he typed.

Four of those five mean **nobody is working on it**, and the screen flags them as such. That was the gap this closes: “in progress” read exactly the same whether a man was on a ladder or a water heater had not shipped in three weeks, and only one of those needs somebody to raise a purchase order.

The reason is cleared the moment it stops being true - when the work is finished, handed back, or nobody holds it. A completed repair still reading “waiting on a part” is worse than one reading nothing, because it is the point at which the office stops believing the column.

The delay report

Every one of those reasons is written down each time it changes, so the history survives the column being cleared. **More**, then **Delay report (Excel)**.

Three sheets. The first says where the time went: days lost with nobody able to work, split by reason, with the longest single wait and how many items are still waiting right now. The second names the properties that lost the most. The third is every delay, one row each, longest first - property, item, reason, who, when it started, when it ended and how many days it ran.

The figure worth looking at first is the parts total: the days lost to ordering per job. That is the number to weigh against keeping the common parts on a shelf. Nothing in the app knows what a part costs, so it gives you the days and leaves the arithmetic to you.

It can only report what it has recorded, so it begins the day the feature arrives and becomes more useful every month. Times are written in your own time zone and the sheet says which zone it drew.

Your crew's photographs of their own work

A worker opens his link on any phone - no account, no app, no password - and each item carries a camera button. He photographs the finished repair and it lands on that deficiency, tagged with his name, the date, and whether the item was pending or complete when he took it.

He can also leave a note about the work itself: “replaced the heater, but the shutoff valve is seized too.” That reaches you whatever the status, including on work he has already finished.

Repair photographs in the spreadsheet

The Excel export carries a **Repair photos** column immediately beside the existing one. The defect photograph is on the left and the repair photograph on the right, so a reader can tell what was wrong from what was done about it without opening anything.

They are links rather than embedded pictures, which keeps the file small enough to email.

Correction evidence for HUD

On a REAC NSPIRE job there is a document called **Correction evidence**. It is the one a housing authority uploads to HUD.

It lists **only what has been corrected** - not the whole defect list - and for each item it carries the inspector's photograph of the defect beside your crew's photograph of the repair, the correction deadline HUD set, the date the work was actually done, and whether that was inside the deadline or after it. The last page totals how many were corrected and how many are still outstanding.

How it is meant to be used

HUD's correction windows are not all the same: some items are due within 24 hours and others within 30 days. So pull the document as often as you need it rather than once at the end.

- 1 Fix the 24-hour items and pull the evidence. It contains those items and says they were done in time.
- 2 Submit that to HUD.
- 3 Fix the 30-day items as they come, and pull it again. Every item carries its own correction date, so you can see what is new since the last one you sent.

Items nobody has corrected yet are not listed as corrected - they are counted as outstanding at the end, so the document never implies work that has not happened.

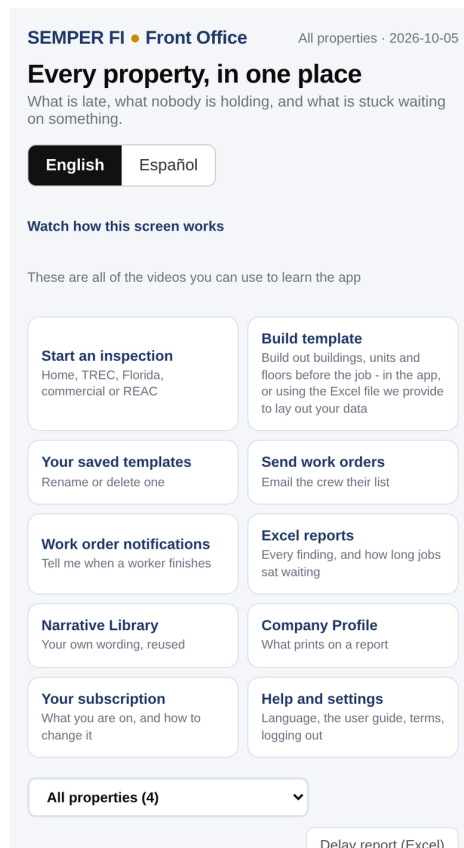
The Master Dashboard

The **Master Dashboard** is the fourth tab in the app, and the same screen in the browser. It is one screen for the whole operation: every property you have inspected, everything still open on them, the charts that say where it is heading, and a tile for every tool in the app.

The tiles

Each tile opens a page with only that one thing on it, and a way straight back to the dashboard. Nothing is buried under a menu.

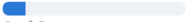
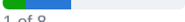
- 1 **Start an inspection** - the inspection types your plan covers, and only those. If your plan includes the REAC NSPIRE module, Pre-REAC NSPIRE is there as well.
- 2 **Prepare a property** - build the buildings, floors and units before the job. See the next chapter.
- 3 **Work orders, Work order notifications** and **Excel reports** - sending repairs to the crew, being told when one is finished, and every finding as a spreadsheet.
- 4 **Your company** - the profile that prints on a report, your narrative library, your inspectors and your email settings.
- 5 **Your subscription** and **Help and settings** - what you are on, the language switch, this guide and the Terms of Service.



The Master Dashboard as it opens: the job you last touched, the language switch, and a tile for every tool in the app.

The property list

Below the tiles is every property you can see, worst first. Each row says how much is open, how much is past HUD's correction window, how much nobody has picked up, and how much is stuck waiting on parts, access or an approval. Open any row to work inside that property.

Properties			
Worst first. Open any one to work in it.			
PROPERTY	PROGRESS	DONE	OVERDUE
Cedar Ridge Apartments 24 units · 24 units · 4120 Cedar Ridge Drive, Riverside, CA 92503	 3 of 10	3	2
Palm Grove Senior Housing 48 units · 48 units · 220 Palm Grove Way, Indio, CA 92201	 5 of 14	5	5
Riverbend Family Apartments 36 units · 36 units · 915 Riverbend Lane, Perris, CA 92570	 0 of 8	0	0
6548 Murrieta Hot Springs Road Murrieta, CA 92563	 1 of 8	1	1
Since you last looked Your crew's work over the last 7 days.			
6 closed 2 handed back			
Score over time			

Every property you can see, worst first. The figures in red are past HUD's correction window.

Working from a property

Open a property row and the dashboard does what you used to open the job to do. **Email report** sends the finished document to one address or several - it goes as a link rather than an attachment, so it cannot bounce for size, and the subject line carries the property address, which is what an owner with six buildings needs to tell one from another. The link expires; sending it again makes a new one.

On a REAC NSPIRE property there is a second button, **Email the photo record**, for the picture document. A home inspection does not have one, and that is not an omission: its photographs print inside the report itself, so there is no separate document to send.

Five more things on this screen

- 1 **Carry on with your last inspection** - the job you touched most recently, one tap. It is the most common reason anybody opens the app, and it used to mean going back to Your Inspections and finding it.
- 2 **Work still on this device** - a warning when something you recorded has not reached the server yet. It is the one state that actually loses a day, and it is why a report can come out short: the document is built on the server from what has reached it. It appears only when there is something to say, never as a standing “0 unsent”.
- 3 **Your plan** - shown only inside the last fourteen days before it ends. A subscription that lapses while you are in a crawlspace is the worst possible moment to find out, and a permanent billing banner on the screen you work from every morning is an advertisement.
- 4 **Find a property** - a search box, once you have more than eight. It filters as you type and never leaves the device.
- 5 **Since you last looked** - what your crew finished and what they handed back in the last seven days. Dated from when the server heard, not from the date somebody typed on the job, because “since I last looked” is a question about when the system knew.

The screenshot shows the app's dashboard for a property named 'life_threatening'. At the top, there's a status bar with a blue progress indicator and the number '1'. Below this, the 'SEND THE REPORT' section contains two buttons: 'Email report' (with the text 'Cedar Ridge Apartments' below it) and 'Email the photo record' (with the text 'Every deficiency with its picture, and nothing else' below it). The 'SEND WORK ORDERS' section has instructions to assign work orders and a note that no crew has been added yet. The 'Deficiencies' section lists two items: 'Smoke Alarm - Missing' (status: pending, assigned to Nobody, due 2026-10-09) and 'Outlet - Missing or Damaged Cover Plate' (status: in_progress, assigned to Luis Delgado, due 2026-10-12).

Open a property and the report goes out from here. On a REAC NSPIRE job there is a second button for the photo record.

The four charts

The charts sit below the property list. The list is what somebody opens this screen for every morning; the charts are what they read once a week, and four of them above the fold pushed the morning's work off the bottom of a phone.

Score over time plots one point for every REAC NSPIRE inspection on the account, oldest to newest, with 60 drawn across it because that is the line between passing and failing. It is the same number the report prints.

What keeps coming up lists the ten deficiencies cited most, by HUD standard, with how many separate properties each one turned up on. That property count is the point: the same defect forty times on one property is a maintenance problem, while the same defect once each on six properties is a purchasing or a training problem.

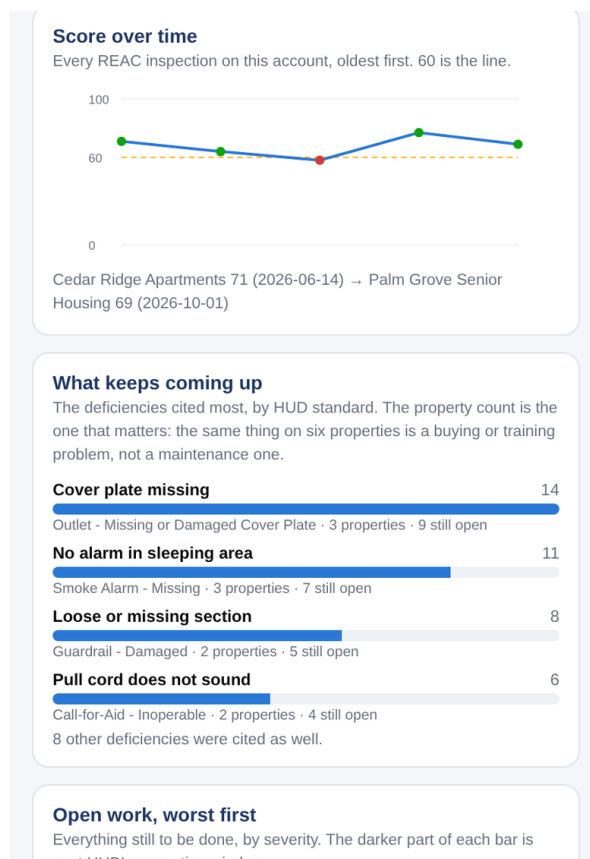
Open work, worst first shows everything still to be done by severity, with the part already past its correction window marked inside the same bar.

How long it has been sitting counts from the day the inspection found the deficiency, not from the day somebody typed it in, so late data entry cannot flatter the figure.

A brand-new account sees no charts at all rather than empty ones. They appear as soon as there is something to draw.

→ Video: the Master Dashboard, start to finish

<https://youtu.be/vtwFQXchCA8>



The charts sit below the list: the score over time, what keeps coming up, open work by severity, and how long it has been sitting.

Property templates: build it once

If you inspect the same property more than once, you should only have to lay it out once. A **property template** is its buildings, floors and units saved under a name. Pick it on the next job and every place is already there.

On the Master Dashboard, **Prepare a property** builds one and **Your saved templates** renames or deletes the ones you have.

Three ways to build one

- 1 Type the numbers.** Twelve buildings, four floors each, twenty-four units a floor is 528 places, laid out in seconds, with unit 201 on the second floor where it belongs.
- 2 Build one building and copy it.** If every building has the same layout, build the first and the app offers to create the rest as copies. Give it the next building number and keep going. The property name and address come across with them.
- 3 Use the spreadsheet.** Download it, fill in your own numbers, save it and upload it.

The spreadsheet

It has three tabs. The first explains how to fill it in. The second is a worked example with data already in it. The third is yours, and it has three columns: **building**, **floor**, **unit**. Nothing else is needed.

The file is read on your own device. It is never uploaded anywhere.

If you open a tab other than the property tab the app says so rather than reading the wrong sheet, and a file it cannot read at all tells you why instead of failing silently.

Sub-offices, and sharing your wording

What a sub-office is

A **sub-office** is a second location on the company account - a regional manager, a property manager, a maintenance supervisor. They see reports and send work orders, and they do not record inspections. A sub-office takes no inspector seat.

Sub-office accounts become available once the company holds enough inspector seats. Add one from **Your company** on the Master Dashboard, the same way you add an inspector.

What the front office cannot do

The front office can see every inspector's work, assign it and send it out. It cannot change what an inspector found - not the status, not the severity, not the notes. That report carries the inspector's name and the inspector's license. Correcting a misspelled street or a client's telephone number is paperwork and stays allowed; those edits are recorded.

Sharing a narrative with your inspectors

Your narrative library is your own wording, reused. If you are the account that manages the inspectors, you can now hand a narrative to all of them.

- 1 Open **Narrative Library** from the Master Dashboard and tap the narrative you wrote.
- 2 Tap **Share with my inspectors**. The panel above the button says which way it currently is, so you can always tell at a glance.
- 3 When you write a new one, tick **Also give this to my inspectors** on the add screen and it is shared the moment it is saved.

It appears in every inspector's library on their next sync, marked **FROM YOUR OFFICE**. Any of them can reword it or hide it for themselves - that gives them their own copy and leaves yours untouched. **Stop sharing it** takes it back from everybody who has not made their own version.

An inspector cannot share wording with their colleagues; only the account that manages them can. An account with no inspectors is told so rather than shown a button that cannot work.

Support and links

Questions, problems, or a feature you need: email **support@semperfiservicesolutions.com**. Include your login email and, for a report problem, the property address.

→ Email support

support@semperfiservicesolutions.com

→ The app in your browser - **app.semperservicesolutions.com**

<https://app.semperservicesolutions.com>

→ Google Play listing

<https://play.google.com/store/apps/details?id=com.semperserviceinspection.app>

→ Software page, pricing and videos

<https://www.californiabuildinginspections.com/inspection-software>

→ Walkthrough videos playlist

<https://www.youtube.com/playlist?list=PLJrRhVC1CiUU>

→ Privacy policy

<https://www.semperservicesolutions.com/privacypolicy>

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If a screen will not draw

If something goes wrong the app says so in plain words instead of going blank: **This screen could not be drawn**, with **Try again** and **Back to the app**. Nothing you recorded is lost - inspections, photographs and findings are saved on the device and sync when there is a signal. At the bottom of that screen is a short **Reference** code. Send it with your message: it is the one thing that makes a fault from the field findable, and “it crashed” is not.

Watch the walkthroughs

Every walkthrough video is on our YouTube channel, with captions. They are the fastest way to learn a screen you have not used before.

→ Semper Fi Home Inspections on YouTube

<https://www.youtube.com/@SemperFiHomeInspections>

→ All walkthrough videos (playlist)

<https://www.youtube.com/playlist?list=PLJrRhVC1CiUU>

→ Video: Pre-REAC NSPIRE, start to finish

<https://youtu.be/oxLc9bK90BE>

→ Video: the Master Dashboard

<https://youtu.be/vtwFQXchCA8>

→ Video: property templates - build a 528-unit property in seconds

<https://youtu.be/9bLQj4m3Lfw>

→ Video: work orders - sending repairs to your crew

<https://youtu.be/OOC6RXTnm0I>

→ Video: the front office, inspectors and sub-offices

<https://youtu.be/Em9dY7hmCx4>