

HPIR Definitions and Descriptions

Heading and Part I

Please note that Pages 1-3 pertain to an “on arrival condition”. Page 4 is the system testing portion.
Page 5 is the notes section.

1. Date of Assignment – Date the inspection request was issued to you. (Work Order Date)
2. Date of Inspection – The date the inspection is being performed.
3. FHA Case # – Print the full case number as given including the dash (i.e. 123-456789).
4. Is Property Vacant (YES/NO) – If the property is occupied, follow occupied property procedure.
5. Inspector’s Name – Full name, first and last, of person performing the inspection.
6. Property Type (Check Box) –

S/Family = Single Family and free standing,

PUD = Planned Unit Development (Condo in a multi-unit structure)

M’frd Hsng = Trailer / mobile home regardless of foundation type.

Duplex = Two independent living units in a single structure.

Other = Any other habitable structure (i.e. 3 or 4-unit buildings). Document in notes section (Page 5).

- a. Place a number or answer the question “Yes/No” when applicable

Number of Story – Total number of floors that are within the main structure (basements are not included in this number). This does not pertain to the floor number the unit is located on if a condo or apartment.

Bedrooms – Rooms that can be used as a bedroom.

Full Baths – Number of bathrooms with a shower, toilet, and sink in the main living structure only.

Half Baths – Number of bathrooms without a shower and/or tub in the main living structure only.

Attached Garage –

- YES / NO
- Number of cars / size

Detached Garage –

- YES / NO
- Number of cars / size

Carport –

- YES / NO
- If YES, is this a Temporary Structure? YES/NO

- b. Foundation Type (One box must be checked)

Slab – No area of entry under the structure

Basement – Area that has interior or exterior access and is of adequate size to walk in.

Crawl Space – Area that has interior or exterior access and is not of adequate size to walk in.

Other – Post, pillar, block, and/or pad. Typically, this is for manufactured homes or trailers. If the property has more than one foundation check “Other” and provide notes (i.e. tri-level with slab and crawl, half basement with half crawl).

7. Property Address – Full address including building/unit number, full street name, and zip code.
8. Key Code – Provide the HUD approved key code upon departure from property
HOA? YES/ NO – If YES, follow HOA procedure
Gate Code – Obtain if applicable
*Any lockbox information would go in the notes section (Page 5)
9.
 - a. Obtain Name and Address of condominium and/or subdivision if any.
 - b. Obtain Home Owner Association information or Management Company mailing information, contact person, and phone number (if applicable)
 - i. Email/Fax # of HOA:
 - ii. Contact Person:
 - iii. Telephone #:
 - iv. Name of neighbor contacted to verify HOA:
 - v. Show pic of HOA notification posted on neighbor: YES/NO
10. Pre-Conveyance Activities by the Mortgagee (Bank)
 - a. Is the property secured? YES/NO – If property has broken or unlocked windows or doors and cannot be secured from unauthorized access, then the property is not secure. If a property is found unsecure (broken windows/doors or unlocked windows/doors) please indicate that in the note section (Page 5) “Property found unsecure at initial inspection”. This should match with 15b.
 - b. Is property winterization acceptable? YES/NO – If “NO” is selected, please identify in the notes section (Page 5) why this was determined to be unacceptable. This should match 15l.
 - c. Is lawn maintenance acceptable? Check “NO” if:
 - i. Grass is greater than 6”
 - ii. Tree limbs are not trimmed 18” away from all structures
 - iii. There are dead trees (standing or on the ground)
 - d. Is the property in broom-swept condition? YES/NO
11. Item Conveyance Condition Questionnaire: (PART I) this section is per a visual inspection only and does not report the operation of any item. However, if any item in section 11a-g is marked as Missing or Damaged, an estimate will be required. Reference the standard cost sheet for all information in section 11a-g for cost estimate assistance while filling out this section of the HPIR. The definition of damaged in this section means that an item, or components thereof, may not operate properly and does not apply to the normal wear of any item. There are specific descriptions in each section to explain what N/A means and how/when it should be used. All items in this section will require very detailed notes on your findings and beliefs at the time that you inspect the property. Provide detailed notes on page 5 for any items marked missing or damaged.

- a. Is the property damaged? YES/NO – This should be checked as “YES”, if b, c, e, f and/or g has anything missing or wrong. Appliances do not count.
 - i. If YES, explain/describe & estimate. Refer to the standard cost sheet and provide an estimate in the “Repair/Replace estimate for items” section on the right of the page. Provide detailed notes on page 5.
- b. Is the A/C unit present? YES/NO? Central Air or Window Unit?
 - i. Cooling / Air conditioner: Missing, Damaged, or OK? If house was never equipped with A/C, check missing and include a \$0.00 estimate. Be sure to add this in the notes (page 5). One box must be checked

Is heating unit present? YES/NO?

 - ii. Heating/Furnace? Missing, Damaged, or OK? One box must be checked
 - iii. HVAC system duct? Missing, Damaged, or OK? One box must be checked
- c. Is there physical evidence of adequate electrical supply for lighting & appliances? YES/NO?
 - i. Only check “NO” if property was never designed to have an electrical system.
 - ii. Electrical Wirings? Missing, Damaged, or OK? Breaker box or main wiring? One box must be checked.
 - iii. Other? Missing, Damaged, or OK? For any lighting fixture, switches, receptacles. One box must be checked.
- d. Are built-in appliances missing or severely damaged? YES/NO? This is for built-in appliances only.
 - i. Stove/Range/Oven? Missing, Damaged, or OK? Do not include any other appliance here. One box must be checked.
 - ii. Kitchen Cabinets? Missing, Damaged, or OK? “Damaged” should not be marked for average wear. One box must be checked.
 - iii. Other? Missing, Damaged, or OK? Refrigerator, garbage disposal, dishwasher, range hood, microwave, etc. One must be checked. If using “Other”, describe/identify what “Other” is. If more than one “Other” appliance is Missing or Damaged, they must be added together in the estimate to the right. Describe in detail in the notes section (page 5).
- e. Is there evidence of water supply? YES/NO. If property’s water supply is a cistern or spring fed, please note this on page 5. These are not HUD approved water supplies and this is a possible re-conveyance issue. Refer to standard cost sheet and provide an estimate in the “Repair/Replace estimate for items” section on the right of the page. Provide detailed notes on page 5.
 - i. Plumbing: Missing, Damaged, or OK? Water supply lines leading to and throughout the main structure. One must be checked.
 1. Sink: Missing, Damaged, or OK? Sinks, tubs spouts, shower head, faucets, etc. One must be checked. This is for all sinks in the structure. Damaged would not include water stains. If more than one “sink” fixtures is marked Missing or Damaged, they must be added together in the estimate to the right. Describe in detail in the notes section (page 5).

2. Other: Missing, Damaged, or OK? This is any secondary water source: irrigation, water softener, and fire suppression systems. One must be checked. If more than one "Other" fixture is marked Missing or Damaged, they must be added together in the estimate to the right. Describe in detail in the notes section (page 5).
 - ii. Is there a hot water heater? YES/NO?
 1. Water Heater Type? Gas, Electric, or Other? One must be checked.
 2. Water Heater: Missing, Damaged, or OK? One must be checked.
 - f. Does sanitary system appear operational? YES/NO. This question is based on the entire system being in an operational condition.
 - i. Sewer/Septic System? One must be checked
 - ii. Sewer/Septic System: Missing, Damaged, or OK? One must be checked. OK = the system appears operational and there are no evidence of damage or failures.
 1. Toilet(s)? Missing, Damaged, or OK? One must be checked.
 2. Other? Missing, Damaged, or OK? One must be checked. Secondary sewer source (i.e. outhouses).
 - iii. Is there a sewer pump or grinder station on the property? YES/NO. One must be checked. Sewer pumps/grinder station is identified by the lid being bolted down.
 - iv. Are there floor drains in the basement area? YES/NO. One must be checked.
 - g. Are there active roof leaks? YES/NO. One must be checked. Active roof leaks need an immediate patch to stop the leak (short term solution).
 - i. Roof leak and damage cost to repair: This is an estimate to repair the roof leak (long term solution).
 - h. Is structure free from hazards that may adversely affect health and safety? YES/NO. One must be checked. If this section is checked "YES" then the estimates to the right must be completed.
 - i. List major interior hazard location and removal cost: Describe items and locations in the notes section on page 5. Provide a cost estimate to remedy hazards. Example: Mold like substance present, meth labs, etc.
 - ii. List major exterior hazard location and removal cost: Describe items and locations in the notes section on page 5. Provide a cost estimate to remedy hazards. Example: hazardous waste material, unsecured and/or uncovered pools and hot tubs, etc.
12. Did you provide date-stamped photos? YES/NO (this should always be marked "YES").
13. Additional Conveyance Condition
- a. Evidence of mortgagee neglect resulting in property damage? YES/NO. Please provide details in notes (page 5). The mortgagee neglect must have resulted in damage (i.e. property not secure upon arrival and extensive vandalism was found).
 - b. Is property damaged by Fire, Flood, Hurricane, Tornado, Earthquake, or Boiler Explosion? YES/NO. During your inspection pay attention to signs that would indicate that a property has been flooded or burnt. If smoke stains show around window openings etc., then report this as a "YES" and then note your reasoning for the answer. Fire and flood damaged properties could have been remodeled and appear to be like

new, but are possibly still damaged. In these instances, complete the HPIR and submit for re-conveyance.

- c. Is there evidence of mold like substance? YES/NO. One must be checked.
 - i. Mild, Medium, or Excessive: If “YES” to evidence of mold like substance, one must be checked.
 - ii. Location: If “YES” to evidence of mold like substance provide the applicable location and source with dimensions of the affected area. In addition, please include an estimate on 11h.
- d. Is there standing water? YES/NO. One must be checked.
 - i. Verify that answers to 15n are accurate
- 14. Post-Conveyance Activities by FSM
- 15. Initial Inspection Report (PART II). This section of the HPIR is used to describe the property condition to HUD as it was conveyed to us from the mortgagee (bank) prior to vendor performing any work. Once again, this is a visual inspection but be specific in your description. If an item is not visible, be sure to note this and give a reason for your response.
 - a. Is the property located in a high vandalism area? YES/NO. One must be checked. Hot zones are established by local jurisdiction. You will need to contact the local jurisdiction and determine if the property is located in a hot zone per their designation.
 - i. Are there windows and doors boarded? YES/NO.
 - ii. If boarding is present is it per HUD Spec? YES/NO/NA. One must be checked. See boarding diagram. Review answer to question in 10a.
 - b. All exterior locks changed to HUD keys? YES/NO/NA. One must be checked. Check “YES” if upon arrival you were able to gain entry to the main structure using one of the approved HUD key codes. Check “NO” if you had to gain entry via other means (i.e. drilling the lock out).
 - i. House secured (All doors & windows)? YES/NO/NA, one must be checked. Acceptable boarding means that the property is secured. N/A: vacant lot.
 - ii. Garage Secured? YES/NO/NA. One must be checked. This section is for attached garages only. Garage door(s) must be secured from movement and not permit entry under the door. Pad locks are required on the locking bar or on a track. Check “YES” if there is a garage door present and it is secured from movement. Check “NO” if there is a garage door present and it is not protected from movement. Check “NA” if there is no attached garage present.
 - iii. Are outbuildings present? YES/NO/NA. One must be checked. Any buildings, including detached garages, which are free standing from the primary structure, are considered outbuildings. N/A: vacant lot.
 - c. Is there a pool (In or Above Ground) on site? YES/NO/NA. One must be checked.
 - i. Is pool secured with a pool cover? YES/NO/NA. One must be checked. Check “YES” if there is a cover or proper cage in place and it is secure and not damaged. Check “NO” if there is no cover or cage present or the cover/cage is not functional or damaged. Check “NA” if there is no pool to secure.
 - ii. Is fencing intact? YES/NO/NA. One must be checked. Check “YES” if all fencing is in good condition and protect from common entry into the pool /spa area.

Check "NO" if there is fencing present but it does not protect from entry. Follow process to secure pool area. Check "NA" if there is no need for fencing.

- iii. Are pool gates secured? YES/NO/NA. One must be checked. If gates are present they must be functional and secured from unauthorized entry. Check "YES" if gates are present and are secured. Check "NO" if gates are present and are not secured. Check "NA" if there are no gates present.
- iv. Is the pool drained? YES/NO/NA. One must be checked.
- v. Is there a hot tub/spa? YES/NO/NA. One must be checked.
- vi. If yes, is it properly covered? YES/NO/NA. One must be checked. This is in regards to covers on hot tubs. All covers must be secured from movement by a HUD approved padlock. Check "YES" if hot tub/spa is secured from entry and movement. Check "NO" if lid is missing or the hot tub/spa is not secured. Check "NA" if there is no hot tub present.
- d. Are there any broken windows? YES/NO/NA. One must be checked. Boarded windows do not apply provided that they are boarded properly per HUD specs and do not require repairs. Check "YES" if windows are broken and need secured/boarded. Check "NO" if all windows are secured or boarded properly. Check "NA" if there are no windows to secure. Follow the procedure for broken windows.
 - i. If yes, how many? Identify the number of windows that are broken and will require re-glazing.
 - ii. List location and size of broken windows:
 - iii. Are windows boarded per HUD regulations? YES/NO/NA, one must be checked. (See window boarding diagram below). Check "YES" if windows are boarded and the boarding is per HUD spec. Check "NO" if boarding does not meet HUD spec. Check "NA" if no windows are currently boarded and no windows need boarded.
 - iv. Has all broken glass been removed? YES/NO/NA. One must be checked.
 - v. How many doors are boarded? Identify the number of doors that are boarded and will require repairs or replacement. (See boarding diagram below)
 - vi. Are hatchway/cellar secured? YES/NO/NA. One must be checked. Upon departure make sure secured with HUD approved padlock.
 - vii. Are there any cracked windows? YES/NO/NA. One must be checked.
- e. Is debris in interior of property? YES/NO/NA. One must be checked. If "YES", describe items and quantity in notes (page 5).
- f. Any personal property in interior of property? YES/NO/NA. One must be checked. Check "YES" if there are items/debris (interior and exterior) present that is believed to have a collective yard sale value of \$500.00 or greater. If estimated value exceeds \$500.00, call from site. Check "NO" if no personal items/debris are present. Check "NA" if the property is a vacant lot.
- g. Is there debris on exterior of property? YES/NO/NA. One must be checked. If "YES", describe items and quantity in notes.
- h. Any abandoned vehicle(s) on site. YES/NO/NA. One must be checked. Follow abandoned vehicle process.

- i. If “YES”, was the vehicle posted. YES/NO/NA. One must be checked. Follow abandoned vehicle process.

METER READING AND NUMBERS: This section is used to describe all meters present and their identification numbers. There is a diagram below showing how to read meters and what numbers apply on certain meters. Be sure to get pictures that clearly show the serial number, current reading, location, condition of the meter, and the level of material if on a fuel/propane tank. The materials in the tanks are an asset of the government and must be protected from theft and/or damage. If you need more room to clearly list the meter number, reading, and contact numbers, put the information in the notes section (page 5) and put “SEE NOTES” here. If the property has propane, oil tank, and/or well, please add this in the “Company or Phone #” section.

- i. Any interior wall damage? YES/NO/NA. One must be checked. Check “YES” if there are walls damaged i.e. holes, cracks, etc. that would require repairs. Check “NO” if all finished walls are not damaged. Check “NA” if there are no finished walls i.e. house is under construction.
 - i. Is graffiti painted anywhere on property? YES/NO/NA. One must be checked. Check “YES” if graffiti is present and will require coverage/removal. Check “NO” if there is no graffiti present. Check “NA” if previous graffiti was covered.
- j. Any “VIOLATION” notice posted on site? YES/NO. One must be checked. Check “YES” if there is a violation posted. Follow posted violation procedure and call from site.
- k. Any stained carpet with feces or urine? YES/NO/NA. One must be checked. Check “YES” if there is carpet present that will require removal due to excessive stains, odors, damage, infestation, or feces. Call from site. Check “NO” if all carpet is present and is in good condition. Check “NA” if carpet was removed prior to us receiving the property or never present (i.e. hardwood floors throughout the property).
 - i. Buckle, hole, or trip hazard on floor? YES/NO. One must be checked. Check “YES” if hazards are present that will require remediation service. Check “NO” if no hazards present.
 - ii. If “YES”, photos and location provided? YES/NO/NA. Provide notes on page 5.
- l. Is property winterization acceptable? YES/NO/NA. One must be checked. Check “YES” if all indications at the time of inspection would warrant that the property is protected from freeze damage. Check “NO” if the property is not winterized and is exposed to potential freeze damage. Check “NA” if there is no plumbing present. Should match with 10b.
 - i. Water lines/Distribution piping drained? YES/NO/NA. One must be checked. Check “YES” if all lines have been drained. Check “NO” if piping and/or fixtures have not been drained i.e. hot water tank. Check “NA” if there is no plumbing present.
 - ii. Is meter disconnected? YES/NO/NA. One must be checked. Check “YES” if meter is present and has been disconnected. Check “NO” if meter is present but is not disconnected. Check “NA” if meter is missing.
 - iii. Is water turned off at curb (mandatory)? YES/NO/NA. One must be checked. Check “YES” if water has been disconnected by the water company. Check “NO”

- if water is still active from the public source but is plugged or isolated from the interior plumbing system. Check "NA" if private water supply i.e. well.
- iv. Is main water feed line plugged? YES/NO/NA. One must be checked.
 - v. Is the water on? YES/NO/NA. One must be checked.
 - vi. Is Well Tank drained? YES/NO/NA. One must be checked. Check "YES" if the well line and well tank are present and have been drained. Check "NO" if the well line and well tank are present and have not been drained. Check "NA" if there is no Well line or Well Tank present.
 - vii. Are dated winterization signs posted? YES/NO/NA. One must be checked. Check "YES" if dated winterization signs are posted. Check "NO" if no signs present. Check "NA" if plumbing is missing.
 - viii. Are toilet seats taped down? YES/NO/NA. One must be checked.
 - ix. If required (local code), is RPZ valve installed? YES/NO/NA. One must be checked. Check "YES" if a RPZ valve is required and it is present. Check "NO" if a RPZ valve is required and it is not present and will require one to be installed. Check "NA" if a RPZ valve is not required. These will generally be located in multiunit buildings with fire suppression systems or exterior irrigation systems.
 - x. Heating system filled w/nontoxic antifreeze? YES/NO/NA. One must be checked. Check "YES" if antifreeze is present and the system is filled to capacity. Check "NO" if heating system is present and does not have antifreeze present or undetermined. Check "NA" if there is no heating system.
 - xi. Is heat on and running? YES/NO/NA. One must be checked. Check "YES" if heat is on to prevent freeze damage, call from site. Check "NO" if heat off and needed to prevent freeze damage, call from site. Check "NA" if no heat is needed to prevent freeze damage.
 - xii. Is water heater drained? YES/NO/NA. One must be checked. Check "YES" if water heater is properly drained and marked as winterized. Check "NO" if water heater has not been drained. Check "NA" if no water heater present.
 - xiii. Are any visible problems noted? YES/NO/NA. One must be checked. Provide notes on page 5.
- m. Is roof surface damaged? YES/NO/NA. One must be checked. This applies to all structures on the property. Be sure to identify what structure when reporting or completing the notes section. Be sure to get several good pictures to indicate the roofing condition when we acquired the property. Check "YES" if there is roof damage present that has caused additional damages. Check "NO" if there is no roof damage present and the roof and all components thereof appear in good conditions. Check "NA" if the roof and all components are the responsibility of others i.e. condo owners association/apartment building.
- i. Has roof been tarped/ patched/repaired? YES/NO/NA. One must be checked. Check "YES" if the roof is currently or has been tarped/ patched/repaired. Check "NO" if no patches and repairs are evident. Check "NA" if the roof and all components are the responsibility of others i.e. condo owners association/apartment building.

- ii. Needed emergency/preventative repairs? YES/NO/NA. One must be checked. Check "YES" if emergency repairs are needed to prevent further damage. Call from site immediately, be prepared to describe remediation needs with dimensions and photographic evidence. Check "NO" if there is no need for any repairs and the roof is in adequate condition. Check "NA" if the roof and all component are the responsibility of others i.e. condo owners association/apartment building.
- iii. Any interior damages from roof leak? YES/NO/NA. One must be checked. Check "YES" if active roof leak that has caused damages to the structure. Check "NO" if no damage present. Check "NA" if does not apply or there is no roof (i.e. condo).
- iv. Condition of gutters and downspouts: DAMAGED /POOR/FAIR/GOOD/NA. One must be checked. Check "Damaged" if gutters and downspouts are damaged but are still operational and do not create a hazard. Check "Poor" if several components of the gutter and or downspouts are missing. Check "Fair" if minor repairs will be required to maintain operation. Check "Good" if all gutters and downspouts are present and functional. Check "NA" if property is not designed to have gutters or downspouts. Should match with 17q.
- v. State overall condition of the roof? DAMAGED /POOR/FAIR/GOOD/NA. One must be checked. Check "Damaged" if roof is in need of emergency repairs to prevent further moisture damage. Check "Poor" if roof is worn and appears to be near the end of its life. Check "Fair" if roof is in marginal. Check "Good" if roof is functioning as designed. Check "NA" if the roof and all component are the responsibility of others i.e. condo owners association/apartment building. Should match with 17p.
- vi. Damages/defects to decking/sheathing? YES/NO/NA. One must be checked. Check "YES" if there is decking/sheathing is damaged or worn, provide notes on page 5. Check "NO" if there is decking/sheathing that is not damaged or worn. Check "NA" if the roof and all component are the responsibility of others i.e. condo owners association/apartment building.
- vii. Visible damages /defects to chimney? YES/NO/NA. One must be checked. Check "YES" if there is a chimney present with damages /defects. Check "NO" if there is a chimney present with no damages/defects. Check "NA" if there is no chimney present.
- n. Is there a sump pump on site? YES/NO/NA
 - i. If "YES", does sump pump have power? YES/NO. Follow sump pump process.
 - ii. If "YES", is sump pump fully operational? YES/NO. If the property has a sump pump, does it work?
 - iii. If "NO", is basement/crawl space flooded? YES/NO Identify source of water, remove water, and call from site. Review 13d.
 - iv. If "YES", how much water in basement/crawlspace? _____ inches. Depth?
 - v. Where did the water come from? Exterior/Flood or Plumbing Leaks (interior).
- o. Is Electricity on to house? YES/NO
- p. Is Water on to house? YES/NO/NA/WELL. Multiple answers can apply.
- q. Is Gas on? YES/NO/NA

- r. Was landscape/yard maintained? YES/NO/NA. One must be checked. Check "YES" if landscape/yard is maintained. Check "NO" if lawn is not maintained. Check "NA" no yard present or the landscape/yard is under the care of others i.e. home owner association/apartments. Should match with 10c.
 - i. Is the lawn cut (typically <6 inches)? YES/NO/NA
 - ii. Tree limbs trimmed away from the house? YES/NO/NA Need to be at least 18" from all structures.
 - iii. Are there any dead trees present standing or on the ground? YES/NO/NA. Call from site and provide photos and dimensions along with your cost to remove the tree. Please provide detailed notes on page 5.
- 16. Lead-Based Paint consideration:
 - a. Property built before 1978? YES/NO, If answer is yes Complete 16b and 16c
 - b. If "YES", is there evidence of paint surface peeling, cracking, scaling or chipping? YES/NO, one must be checked.
 - c. If "YES", list location/description: Identify what portion or components of the structure, or property, is believed to contain lead based paint. If you have answered 16b as yes, identify what area i.e. ceilings, walls, painted surfaces or exterior components. Be sure to get photos of the paint in its condition.
- 17. Date initial inspection performed?
- 18. Date clean out completed?
 - i. How many HUD door knobs did you install? COUNT.
 - ii. How many HUD padlocks did you install? COUNT.
 - iii. How many lock boxes did you install? COUNT.
- 19. Property Condition Report (Part III). This section is a detailed report of the function of all systems in the property. Be sure to answer all questions in detail, and if additional room is need to finish your comments, put it in the notes section and be sure to identify what item it is related to. Provide detailed notes if anything is noted as MISSING or DAMAGED.
 - a. Cooling/Air Conditioner: OK/ MISSING/ DAMAGED/NA. One must be checked. If there is an Air Conditioner, Check "OK" if the unit is complete and is operating as intended. Check "MISSING" if there was evidence of a unit and all components are missing. Check "DAMAGED" if the system or any portion thereof is present, but is damaged and will not operate. Check "N/A" if the property was never designed to have a cooling system. This response should correspond with 11b.
 - i. Provide serial number and follow process.
 - b. Heating/Furnace: (This is the primary heating source) OK/MISSING/DAMAGED/NA. One must be checked. Check "OK" if the heat source is fully operational. Check "MISSING" if there was a unit and all components are missing. Check "DAMAGED" if the system or any portion thereof, is present but is damaged. Check "NA" if the property was never designed to have a heating system. This response should correspond with 11b.
 - i. Provide serial number.
 - c. HVAC System Duct: OK/MISSING/DAMAGED/NA. One must be checked. Check "OK" if all duct work appears to be operational and intact. Check "MISSING" if any of the ducting is missing and is not functional. Check "DAMAGED" if duct work will require repairs.

Check "NA" if the system was never designed to have ducting. This response should correspond with 11b.

- i. Is the HVAC functional? YES/NO/NA. One must be checked. Check "YES" if the HVAC system is complete and fully operational at the time of inspection. Check "NO" if one or more components are missing/damaged or it will not operate properly. Check "NA" if the property was never designed with an HVAC system. Provide detailed notes on page 5.
 - ii. Describe how HVAC was tested: Utilities On/Generator/System Incomplete Missing Components/Tested Blower Motor, No Air Conditioning System Present.
- d. Electrical Wirings: OK/MISSING/DAMAGED/NA. One must be checked. Check "OK" if all electrical wiring appears to be intact and operational. Check "MISSING" if any of the electrical wiring is missing. Check "DAMAGED" if electrical system will require repairs. Check "NA" if there is nothing present at all. This response should correspond with 11c.
 - i. Is electrical supply functional? YES/NO/NA. One must be checked. Check "YES" if the electrical supply is fully operational at the time of inspection. Check "NO" if the electrical supply is present but it will not operate or not operate properly. Check "NA" if there is no electrical supply to test.
- e. Other Electrical: OK/MISSING/DAMAGED/NA. One must be checked. For any light fixture, switches, receptacles. This response should correspond with 11c.
- f. Other Electrical? OK/MISSING/DAMAGED/NA. One must be checked. Refers to outbuilding subpanels, backup generators, solar power, and any other secondary electrical source. Check "NA" if there is nothing else to report.
 - i. Describe how electrical system was tested: Utilities On/Not Tested Due To Outdated Electrical (Knob & Tube, Fusebox)/Could Not Test Due To Missing Major Electrical Components. One must be selected. Provide detailed notes on page 5 if could not test.
- g. Stove/Range/Oven: OK/MISSING, DAMAGED/NA. One must be checked. Check "OK" if unit is present and is in operating condition. Check "MISSING" if unit is missing. Check "DAMAGED" if repairs are required to unit. Check "NA" if question does not apply to property. Provide detailed notes on page 5. This response should correspond with 11d.
 - i. Are built-in appliances tested and functional? YES/NO/NA. One must be checked. Check "YES" if all appliances present have been tested and are operational. Check "NO" if all appliances are present but are not operational. Check "NA" if there are no appliances present.
- h. Kitchen cabinets: OK/MISSING/DAMAGED/NA. One must be checked. Check "OK" if all cabinets, doors, hinges, handles are present and operational. Check "MISSING" if any portions of the cabinets are missing. Check "DAMAGED" if any components of the cabinets are damaged beyond normal wear. Check "NA" if cabinets were not intended to be at property.
- i. Other: OK/MISSING/DAMAGED/NA. One must be checked. This refers to refrigerator, dish washer, garbage disposal, built-in microwave, range hood, etc. Check "OK" if unit is present and is in operating condition. Check "MISSING" if unit is missing. Check "DAMAGED" if repairs are required to unit. Check "NA" if question does not apply to property. Provide detailed notes on page 5. This response should correspond with 11d.

- i. Describe how the appliances were tested: Utilities On/Generator/Appliances missing; could not test. Provide notes on appliances present and the outcome of the testing on page 5.
- j. Plumbing System: OK/MISSING/DAMAGED/NA. One must be checked. Check "OK" if the entire plumbing system is intact and operational. Check "MISSING" if some or all of the plumbing system is missing. Check "DAMAGED" if the plumbing system will not hold water or pressure. Check "NA" if there was never plumbing present or not intended to have plumbing. This response should correspond with 11e.
- k. Sinks: OK/MISSING/DAMAGED/NA. One must be checked. Check "OK" if all sinks are present and are in acceptable condition. Check "MISSING" if any sinks are missing. Check "DAMAGED" if any sinks are cracked or components of the sink are damaged or missing i.e. a missing faucet and/or handle. Stains do not constitute damage. Check "NA" if property is a vacant lot. This response should correspond with 11e.
- l. Other: OK/MISSING/DAMAGED/NA. One must be checked. This refers to other plumbing systems such as water softeners, filter systems, irrigation systems, secondary water sources, or fire suppression systems.
 - i. Is water supply functional? YES/NO/NA. One must be checked. Check "YES" if water supply was tested and functions as intended. Check "NO" if the system was not tested due to damage. Check "NA" if there is no plumbing to test.
 - ii. Describe how the water system was tested: Water On Pass/Water On Fail/Pressure Test Pass/Pressure Test Fail/System Missing Components Could Not Test.
- m. Water Heater: OK/MISSING/DAMAGED/NA. One must be checked. Check "OK" if hot water tank is present and in operating condition. The pressure release valve must be in place not damaged for the tank to be in good condition. Check "MISSING" if tank is missing. Check "DAMAGED" if tanks is damaged and not operational, repair will be needed before use. Check "NA" if hot water heater was never intended to be at the property.
 - i. Serial Number:
 - ii. Water Heater Functional? YES/NO/NA. One must be checked. Check "YES" if tank is complete and fully operational. Check "NO" if tank is present but is not operational. Check "NA" if no tank present to test.
 - iii. Describe how the water heater was tested: Utilities On/Generator/No Gas to Property Unknown/No Water to Property Unknown
- n. Sewer/Septic drain system: OK/MISSING/DAMAGED/NA. One must be checked. Check "OK" if the entire sewer system in intact and operational. Check "MISSING" if some or all of the sewer system is missing. Check "DAMAGED" if the sewer system has failures. Check "NA" if there is no sewer system present. Response should correspond with 11f.
- o. Toilets: OK/MISSING/DAMAGED/NA. One must be checked. Check "OK" if all toilets are present. Check "MISSING" if any toilets are missing. Check "DAMAGED" if any toilets are cracked or missing components, stains do not apply. Check "NA" if property is a vacant lot. Response should correspond with 11f.
 - i. Sanitary system functional? YES/NO/NA. One must be checked. Check "YES" if system was tested and there are not clogs or leaks observed. Check "NO" if the

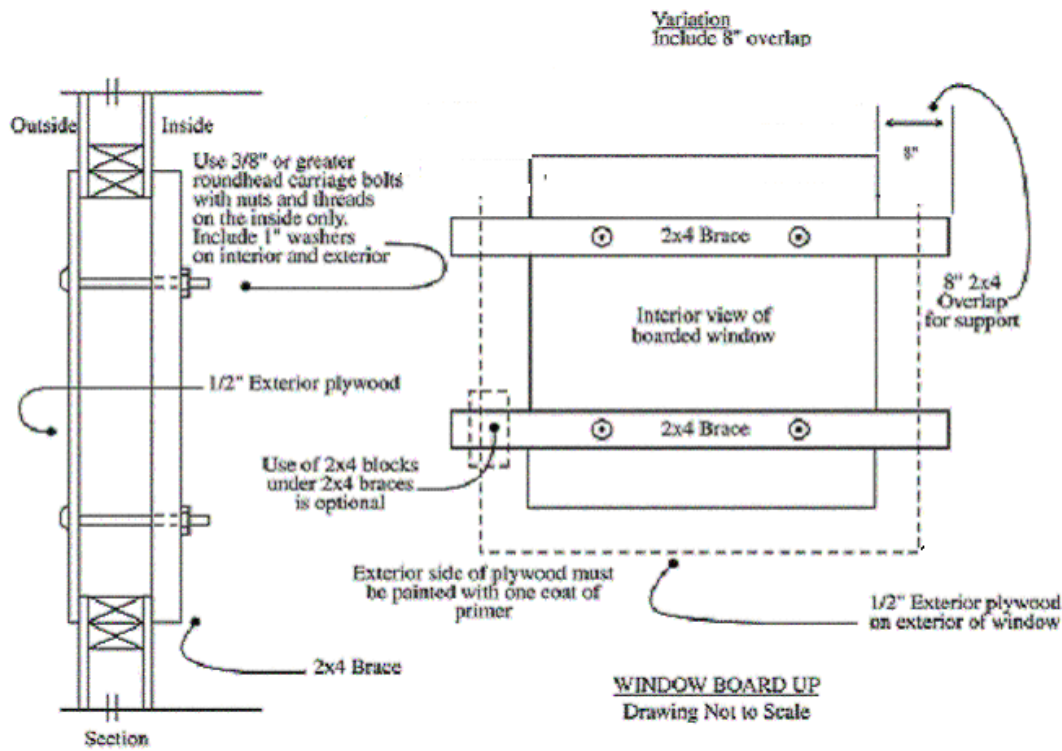
system was not tested due to damage or there is a clog or leak. Check "NA" if there is no system to test.

- ii. Describe how the drain system was tested:
 - 1. Pour Water/Antifreeze in Drains Pass
 - 2. Pour Water/Antifreeze in Drains Fail
- p. Roof: OK/MISSING/DAMAGED/NA. One must be checked. Check "OK" if the roof is functioning as designed. Check "MISSING" if there is no roof present. Check "DAMAGED" if the roof needed emergency/preventative repairs to prevent water intrusion. Check "NA" if the roof is not an item that we maintain i.e. condo owner association, apartment, or vacant lot. Response should correspond with 11g and 15m.
- q. Other: OK/MISSING/DAMAGED/NA. One must be checked. This refers to soffits, gutters, and downspouts.
 - i. Is the roof in acceptable condition? YES/NO/NA. One must be checked. Check "YES" if the roof is in a condition that provides adequate protection from the elements. Check "NO" if the roof does not provide adequate protection from the elements. Check "NA" if the roof is not an item that we maintain i.e. condo owner association, apartment, or vacant lot.
 - ii. Has repair been made to secure roof? YES/NO/NA. One must be checked. There may be repairs prior to the acquisition date but they are identified in other areas. This section only applies to our repairs. Check "YES" if we have made repairs to the roof to prevent further moisture damage. Check "NO" if repairs were not needed. Check "NA" if the roof is not an item that we maintain i.e. condo owner association, apartment, or vacant lot. Provide detailed notes on page 5.

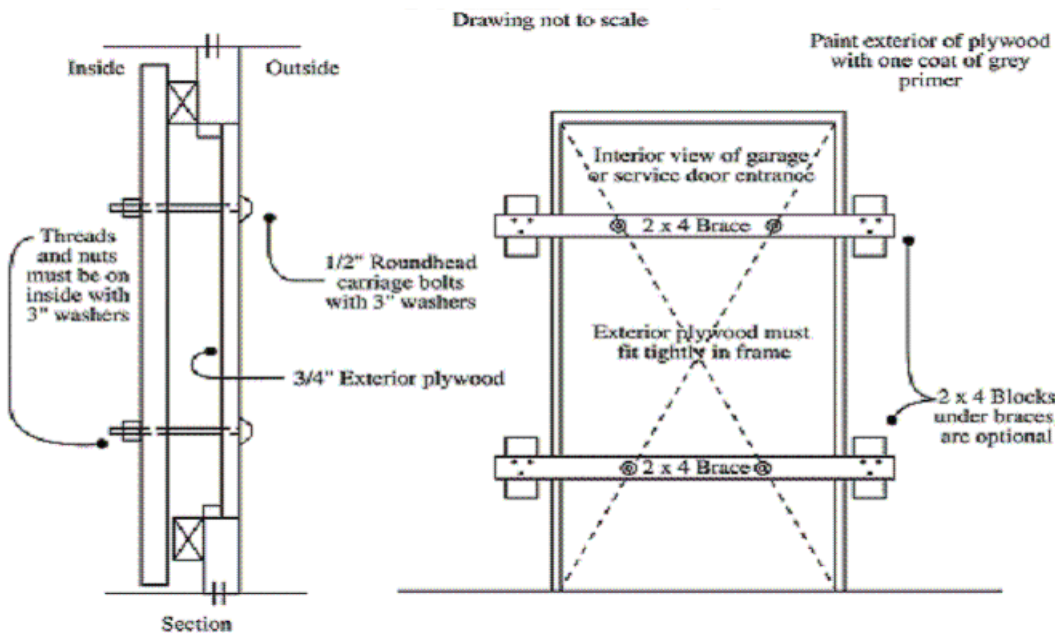
The last page of the HPIR is the notes page. On each page be sure to indicate the CASE # and the number of note pages that belong to this report. When using this sheet, indicate the question # and the item in the column on the left side that coincides with your notes. Please be sure that all notes are legible and clearly state the condition(s) of any item. This page will become a legal/binding copy once uploaded with HPIR. DO NOT use offensive language or make comments in regards to the house, previous occupants and/or items found in a demeaning manner.

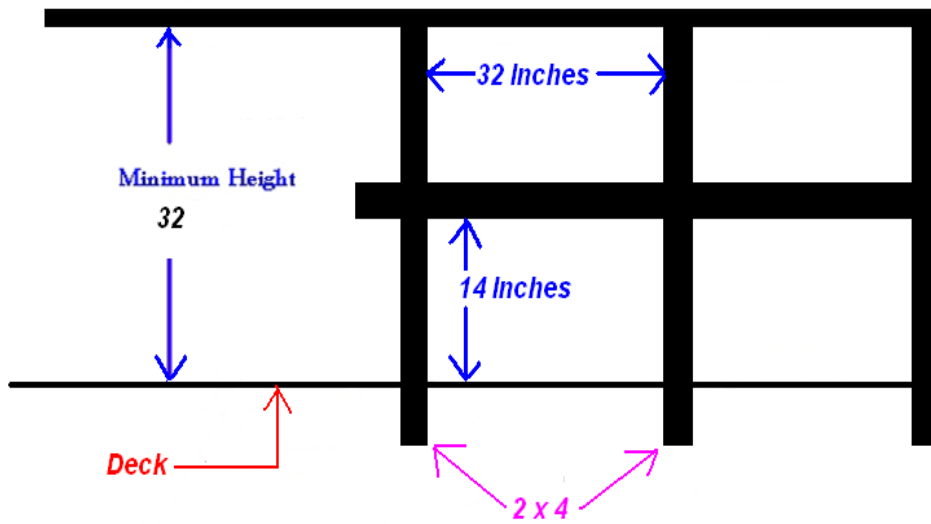
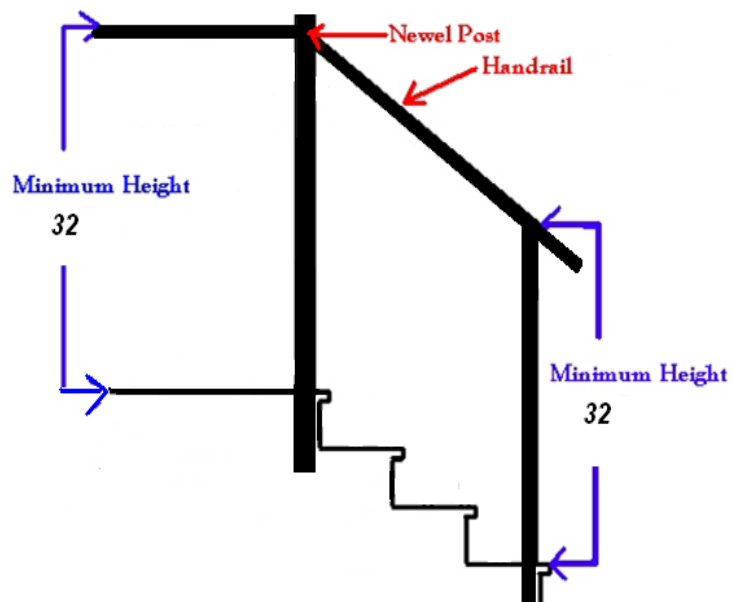
Following are diagrams as indicated above.

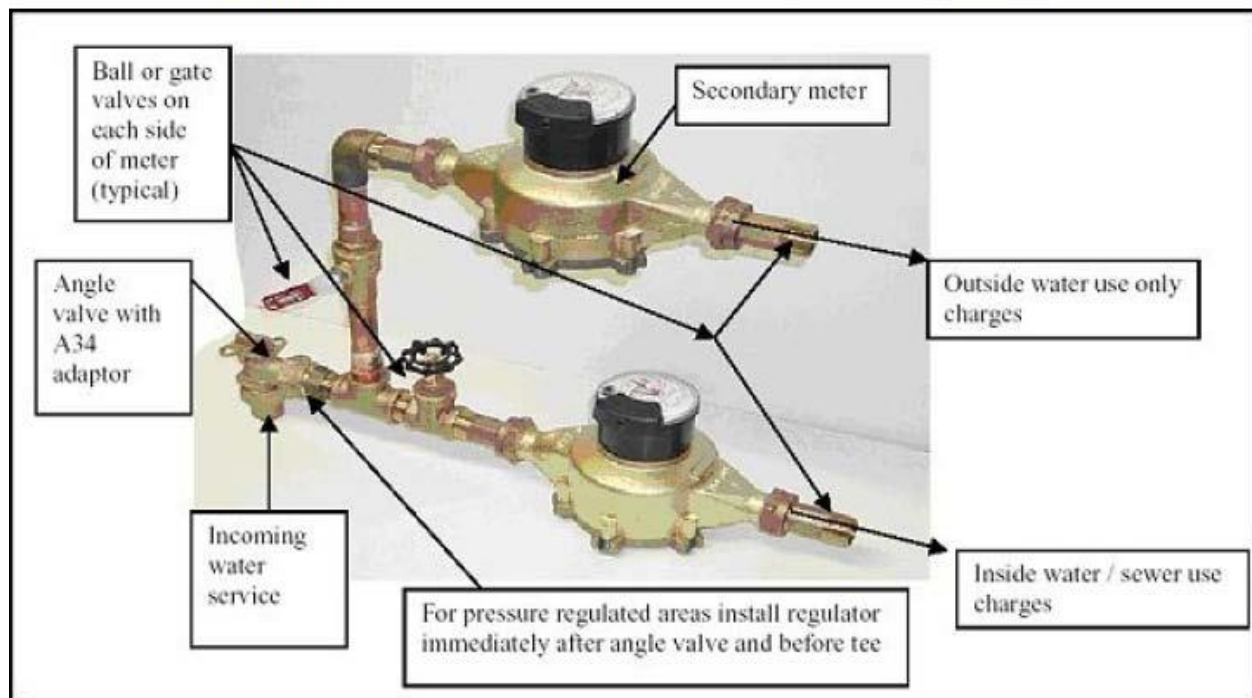
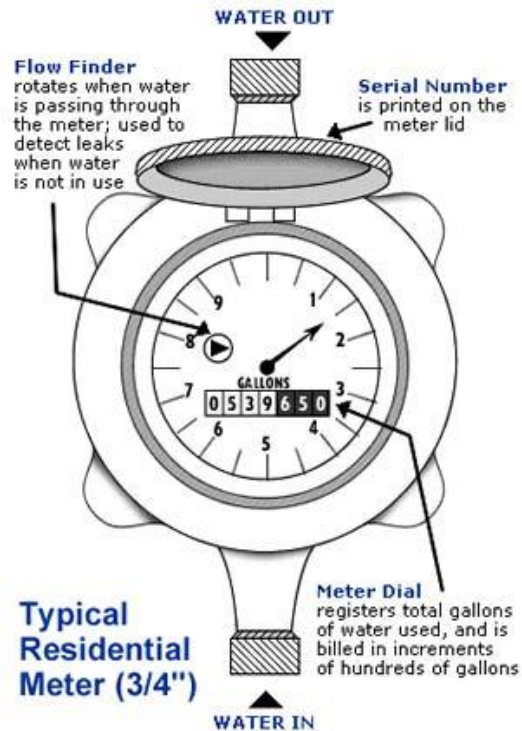
SECURING INSTRUCTIONS FOR WINDOWS

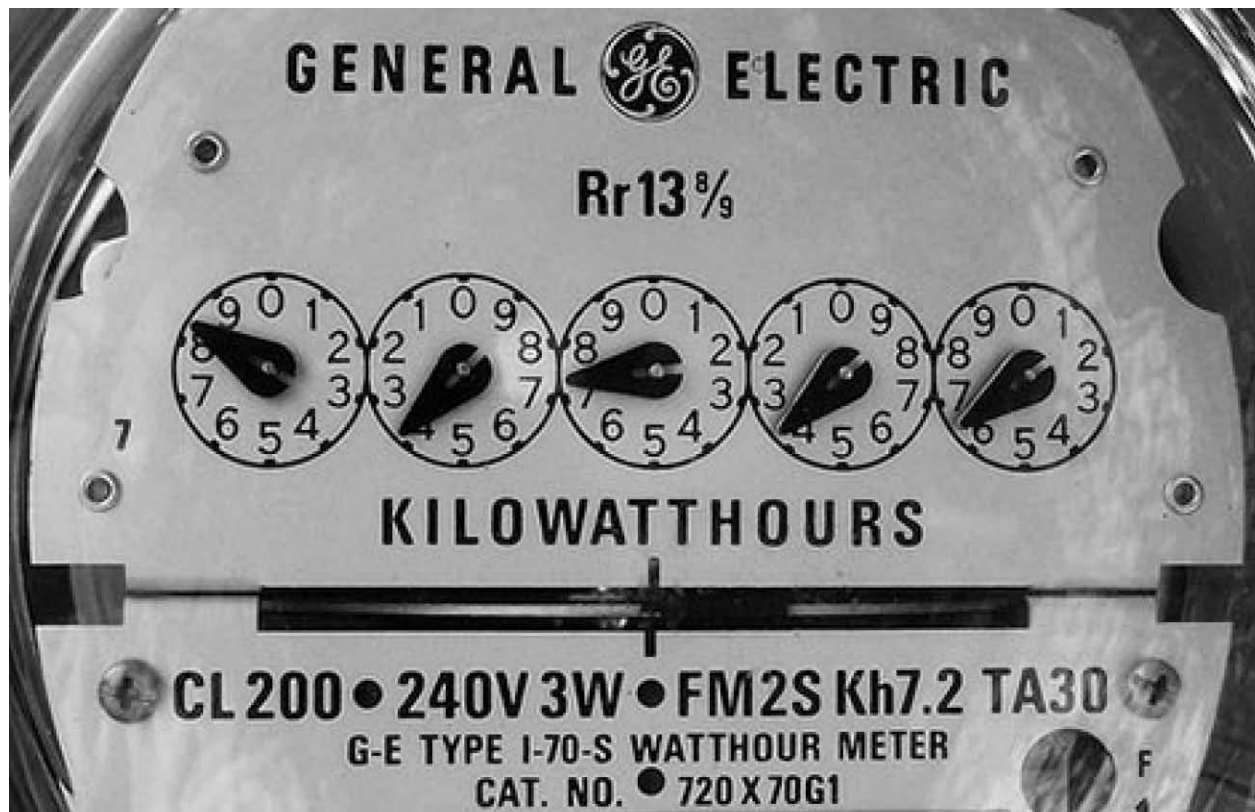


SECURING INSTRUCTIONS FOR DOORS









Electric Meter Reading Lesson



*Reading: 4
Clockwise*



*Reading: 9
Counterclockwise*



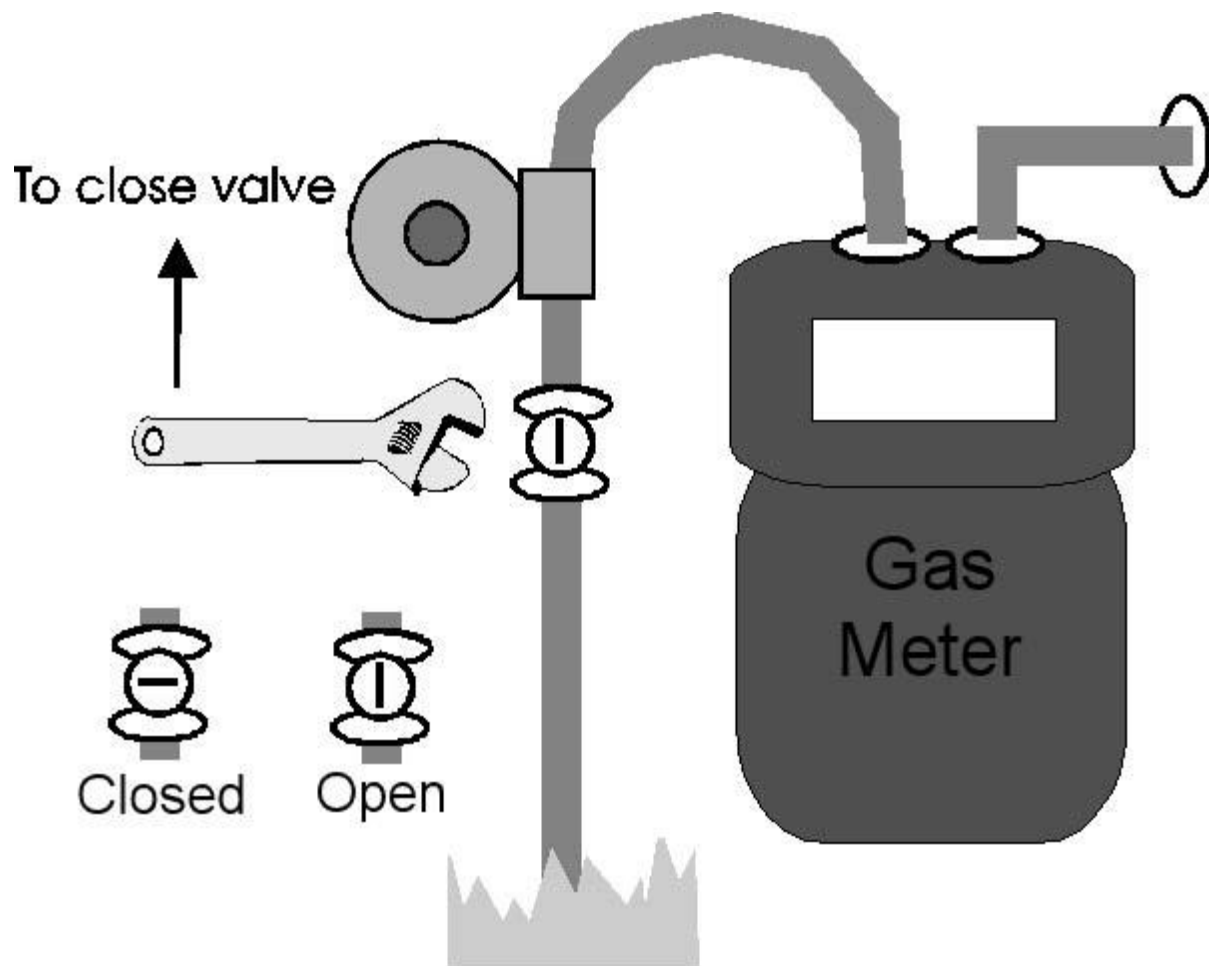
*Reading: 1
Clockwise*



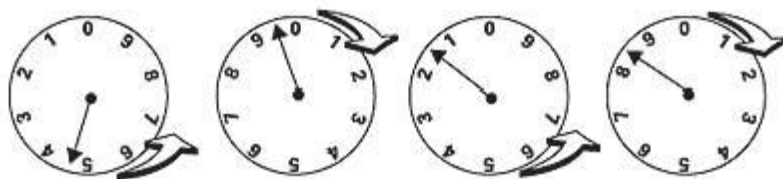
*Reading: 8
Counterclockwise*

The meter above reads 4918. According to your most recent electric bill, it previously read 4218.

The Current Reading (4918) minus the Previous Reading (4218) equals 700. So, in this example, you have used 700 kilowatt hours of power since your last electric meter reading.



Natural Gas Meter Reading Lesson



*Reading: 4
Counterclockwise*

*Reading: 9
Clockwise*

*Reading: 1
Counterclockwise*

*Reading: 8
Clockwise*

The meter above reads 4918. According to your most recent natural gas bill, it previously read 4818.

The Current Reading (4918) minus the Previous Reading (4818) equals 100. So, in this example, you have used 100 Ccf of natural gas since your last natural gas meter reading.