



PROPERTY INSPECTION REPORT FORM

INSTRUCTIONS

This document is designed to provide guidance to an inspector on how to properly check the various boxes on the Property Inspection Report Form.

Per TREC rule (22 Tex. Admin. Code §535.223):

An inspector is required to check the appropriate box for every item on the Property Inspection Report Form, to indicate whether that item was:

- (I) Inspected;
- (NI) Not Inspected;
- (NP) Not Present; or
- (D) Deficient

In addition to checking the appropriate boxes, an inspector **MUST** explain the inspector's findings for each item under the corresponding section of the form.

WHEN IS A PARTICULAR BOX APPROPRIATE?

(I) Inspected – This box should be checked when any portion of a component or system is inspected.

(NI) Not Inspected – This box should be checked when a component or system:

- is present but is not inspected
- should be present but is not and as a result could not be inspected; or
- when a system or component is present but cannot be fully inspected due to existing conditions or limitations.

(NP) Not Present – This box should be checked when a component or system is not present in the dwelling.

(D) Deficient – This box **must be checked** when a component or system exhibits a “Deficiency” as defined by the Standards of Practice (22 Tex. Admin. Code §535.227 – 535.233):

Deficiency - In the reasonable judgment of the inspector, a condition that:

- adversely and materially affects the performance of a system, or component; or
- constitutes a hazard to life, limb, or property as specified by these standards of practice.



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CAN AN INSPECTOR CHECK MULTIPLE BOXES FOR A PARTICULAR COMPONENT OR SYSTEM?

YES. An inspector may check more than one box for a particular system or component. The inspector **MUST** provide an explanation for why multiple boxes were checked. For example:

“(I) Inspected” and “(D) Deficient” - Both boxes should be checked any time a component or system is inspected and exhibits a deficiency.

“(NP) Not Present” and “(NI) Not Inspected” - Both boxes should be checked anytime a component or system should be present, but is not, and was not inspected as a result.

NOTE: An inspector may also need to check **“(D) Deficient”** if absence of component or system results in a deficiency.

“(NI) Not Inspected” and “(D) Deficient” - Both boxes should be checked any time a component or system is present but is not inspected because of the judgment of the inspector and the reason it was not inspected meets the definition of a deficiency.

“(I) Inspected” and “(NI) Not Inspected” - Both boxes should be checked when a component or system is only partially inspected. The inspector must explain what portions were inspected and not inspected, and why.

NOTE: An inspector may also need to check **“(D) Deficiency”** if the reason both boxes are checked results in a definition of a deficiency.

DO I NEED TO USE THE PROPERTY INSPECTION REPORT FORM WHEN CONDUCTING A SINGLE ITEM INSPECTION?

YES. If the inspection is conducted for a real estate transaction, or potential real estate transaction, you must use the Property Inspection Report Form for any inspection, including a single item inspection.

When doing a single item inspection, simply fill out the form as required for the items you did inspect and check **“(NI) Not Inspected”** for those items you did not inspect. Explain that the item was not inspected because you conducted a single item inspection of the property. **Do not delete any required sections from the report.**

DO I NEED TO USE THE PROPERTY INSPECTION REPORT FORM FOR REINSPECTIONS?

NO. The Property Inspection Report Form is not required when an inspector reinspects the property that was the subject of the original inspection and for same client.