

# Bertocchi

## INSPECTIONS BY BERTOCCHI

**HOME & MOLD INSPECTIONS**

**832-969-4792**

413 WINDHOLLOW CIRCLE LEAGUE CITY TX 77573  
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TREC #20522 - LIC#MAT1123

## Inspection Report

**Justin Ward**

**Property Address:**  
11203 Wild Goose Drive  
Tomball Texas 77375



11203 Wild Goose Drive, Tomball, TX 77375

### **Inspections by Bertocchi**

**Michael Bertocchi #20522 TREC #20522 / MAT #1123  
413 Windhollow Circle  
League City TX 77573  
832-969-4792**

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<b>Date:</b> 5/21/2020	<b>Time:</b> 09:00 AM	<b>Report ID:</b> 52020201
<b>Property:</b> 11203 Wild Goose Drive Tomball Texas 77375	<b>Customer:</b> Justin Ward	<b>Real Estate Professional:</b>

**Comment Key or Definitions**

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

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

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

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

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

**In Attendance:**

Customer

**Type of building:**

Single Family (2 story)

**Approximate age of building:**

Built in 2006 / 16 years old

**Temperature:**

temps in the 80's

**Weather:**

Clear

**Ground/Soil surface condition:**

Dry

**Rain in last 3 days:**

No

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

I NI NP D

## I. Structural Systems

### A. Foundations

**Foundation:** SLAB ON GRADE

**Comments:**

Check the entire foundation for mud tubes: Termites need moisture and protection from the elements. They build mud tubes as "transfer tunnels" to move through open spaces (they also drag mud into wood that they have infested). We walk around your entire foundation looking for mud tubes.



A. Item 1(Picture)

### B. Grading and Drainage

**Comments:**

R404.1.6 Height above finished grade.

Concrete and masonry foundation walls shall extend above the finished grade adjacent to the foundation at all points a minimum of 4 inches (102 mm) where masonry veneer is used and a minimum of 6 inches (152 mm) elsewhere.

Masonry veneer ledge 4in above earth, wood sill 6in min

There are two types of grading: positive and negative. Positive grading is good, negative grading is bad. Positive grading slopes away from your building, directing storm water away from your foundation. Negative grading slopes toward your home, directing storm water toward your foundation. When storm water consistently collects near the building only bad things can happen.

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

**I NI NP D**

95% of water penetration problems into below grade areas of homes are due to surface water that is not managed properly? When grade slopes toward the walls of a building it allows water to accumulate at the foundation and can wick into structure.

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

I NI NP D



B. Item 1(Picture)



B. Item 2(Picture)

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

I NI NP D



B. Item 3(Picture)



B. Item 4(Picture)



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

I NI NP D



B. Item 5(Picture)

C. Roof Covering Materials

**Roof Covering:** Asphalt/Fiberglass

**Viewed roof covering from:** Ground

**Comments:**

Original roof (16 years old)

The expected lifespan of an architectural asphalt shingle roof, often called a dimensional shingle roof, is 24 to 30 years in Texas. Architectural shingles start with a heavier mat base than a standard 3-tab shingle, typically fiberglass that has been coated with asphalt.

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

I NI NP D



C. Item 1(Picture)



C. Item 2(Picture)

D. Roof Structures and Attics

Roof-Type: Gable

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

I	NI	NP	D
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**Method used to observe attic:** Walked

**Attic info:** Pull Down stairs

**Roof Structure:** Engineered wood trusses

**Comments:**

An attic truss is a type of roof truss with an open space at its bottom center to accommodate a living space, with webbing above and on either side of this living space. ... The roof must bear on the walls defining the floor below the loft area.



D. Item 1(Picture)

**G. Doors (Interior and Exterior)**

**Exterior Entry Doors:** Steel

**Interior Doors:** Raised panel

**Comments:**

See comments in the pictures

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

I NI NP D



G. Item 1(Picture)



G. Item 2(Picture)

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

I NI NP D



G. Item 3(Picture)

H. Windows

**Window Types:** Thermal/Insulated

**Comments:**

Double pane windows keep the cold out in the winter and retain heat in the summer, they are more effective insulators than single pane windows.

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

I NI NP D



H. Item 1(Picture)



H. Item 2(Picture)

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

I	NI	NP	D
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**M. SIDING**

**Comments:**

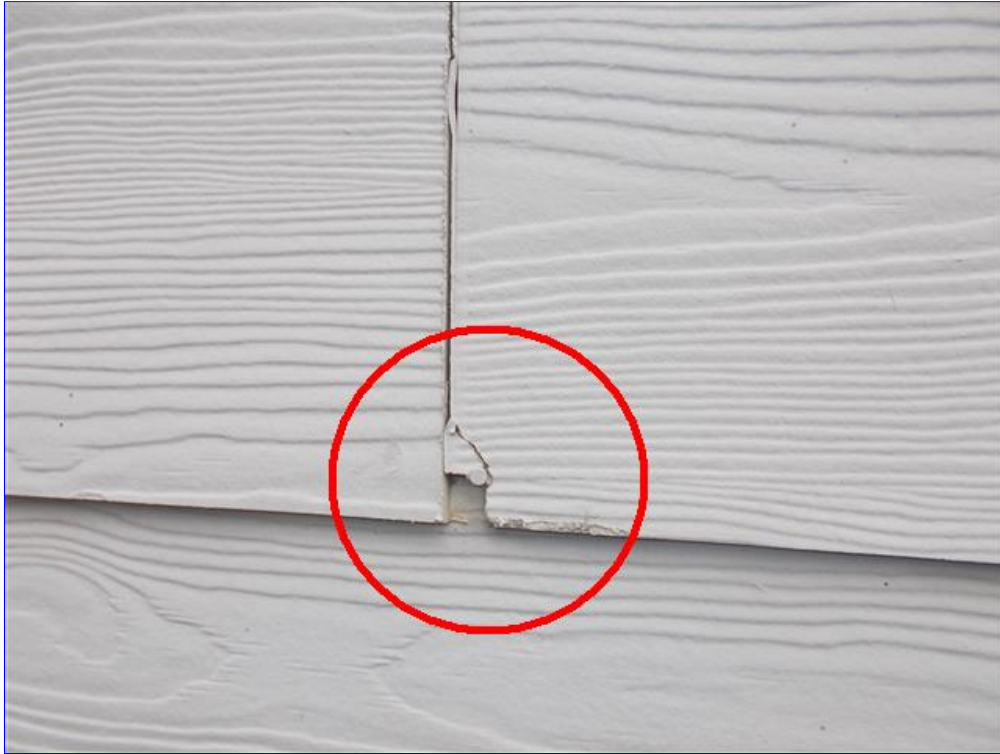
(1) LEFT SIDE OF HOUSE

Improperly Attached

Must be blind nailed or face nailed, but not both. The photos show blind nails and face nails used together, and clearly shows what happens. If you're buying a house with improperly installed James Hardie siding, be aware that damage caused by an improper installation will not be covered by their warranty, and your siding will be subject to premature damage and deterioration.

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

I NI NP D



M. Item 1(Picture)

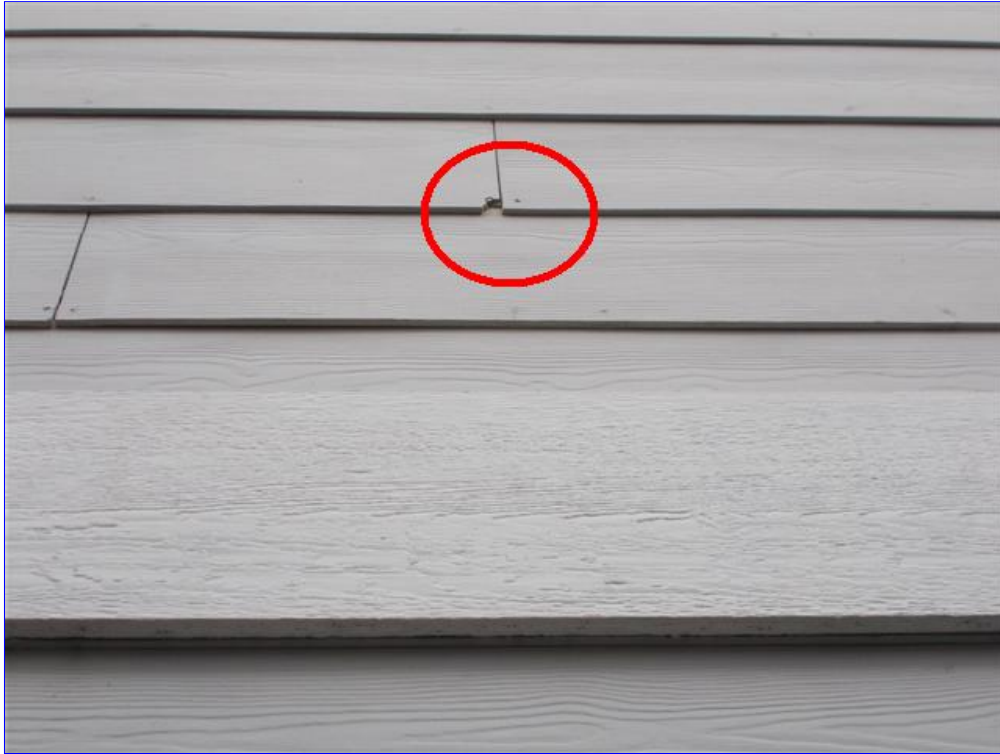


M. Item 2(Picture)



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I NI NP D



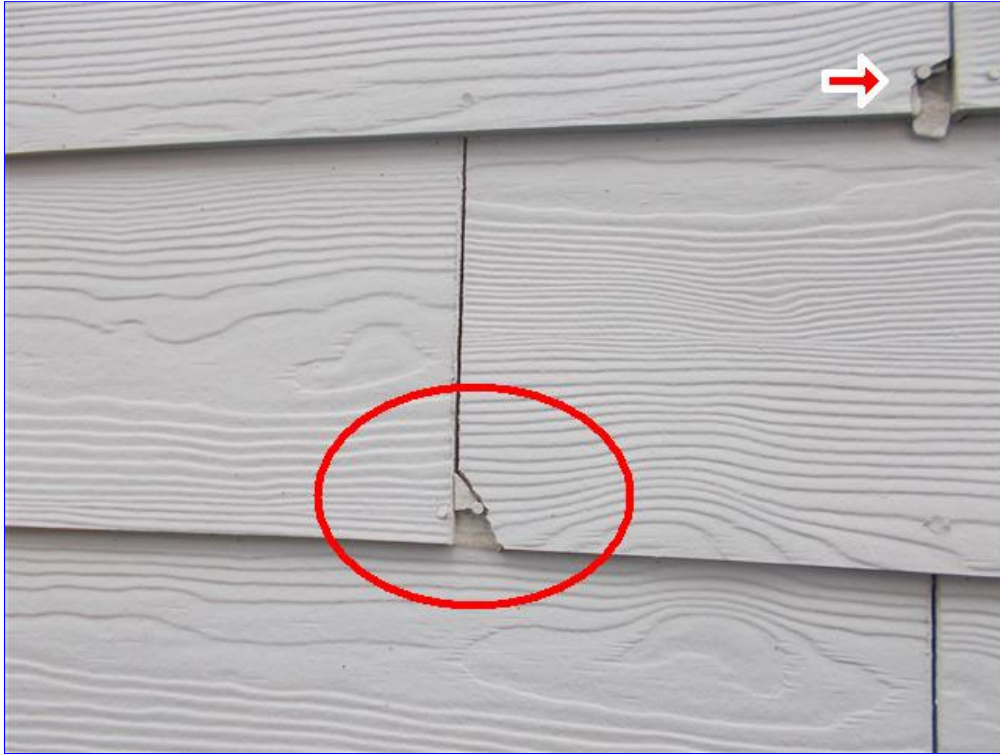
M. Item 3(Picture)



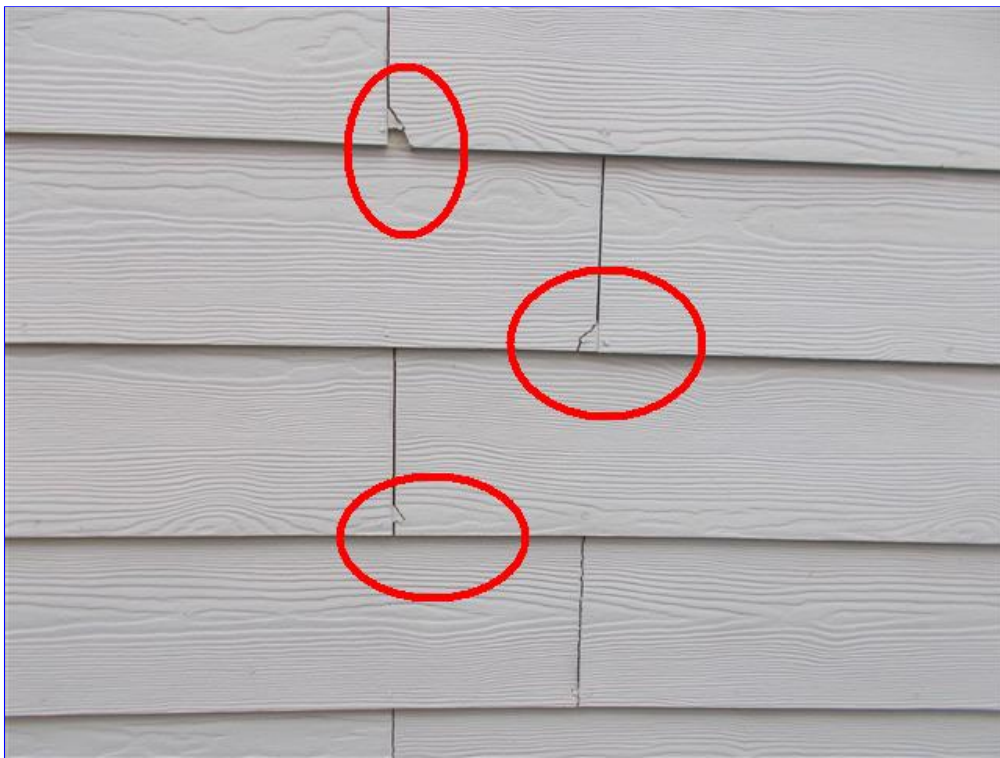
M. Item 4(Picture)

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

I NI NP D



M. Item 5(Picture)



M. Item 6(Picture)

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

I NI NP D



M. Item 7(Picture)

(2) RIGHT SIDE OF HOUSE

Improperly Attached

Must be blind nailed or face nailed, but not both. The photos show blind nails and face nails used together, and clearly shows what happens.

Fiber Cement Siding Repair or Patching

Re-applying caulking when it has begun to show signs of wear can help keep moisture from getting into the wall cavity. These areas include, but not limited to, penetrations, flashings, plank and trim connections, and in some cases, between plank joints.

NOTE: James Hardie recommends the use of caulks and sealants that remain permanently flexible. Look for the words "permanently flexible" written clearly on the label or in the accompanying literature. For best results, use an Elastomeric Joint Sealant complying with ASTM C920 Grade NS, Class 25 or higher, or a Latex Joint Sealant complying with ASTM C834. Caulking/sealant must be applied in accordance with the caulking/sealant manufacturer's written instructions or ASTM C1193.

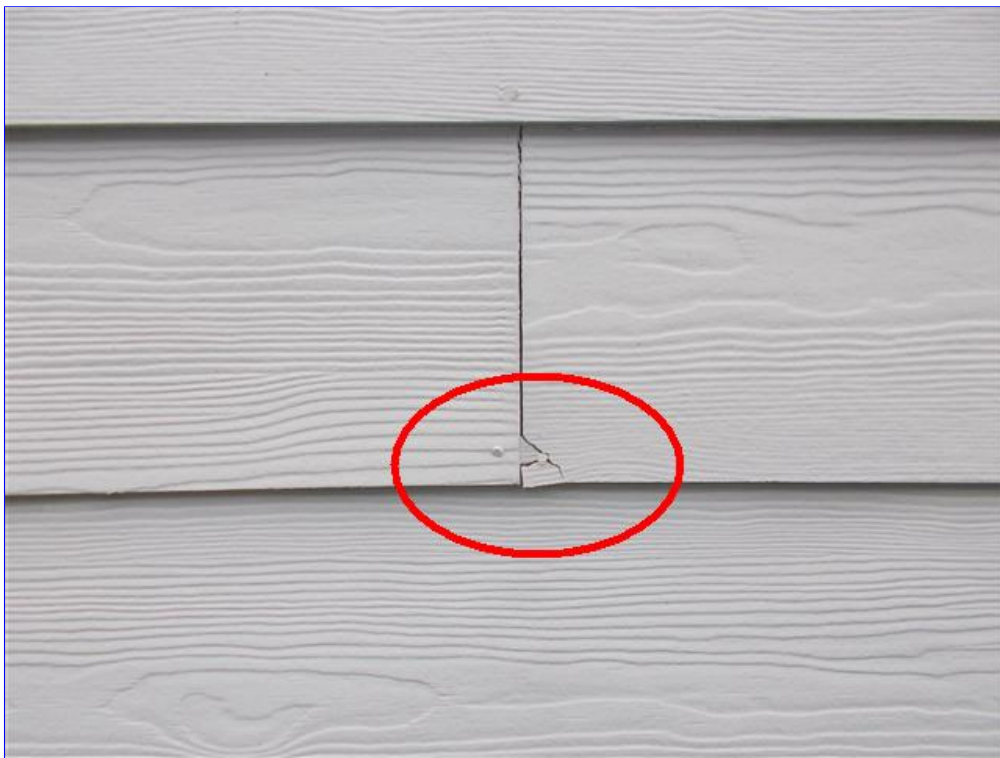
Dents, chips, cracks and other minor surface damage in James Hardie siding and trim products can be filled with cementitious patching compound. Refer to manufacturer's recommendations for products that are compatible with fiber cement

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

I NI NP D



M. Item 8(Picture)



M. Item 9(Picture)

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

I NI NP D



M. Item 10(Picture)

(3) All penetrations through siding needs to be sealed.



M. Item 11(Picture)

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

I NI NP D

## II. Electrical Systems

A. Service Entrance and Panels

**Electrical Service Conductors:** Below ground

**Panel Capacity:** 125 AMP

**Panel Type:** Circuit breakers

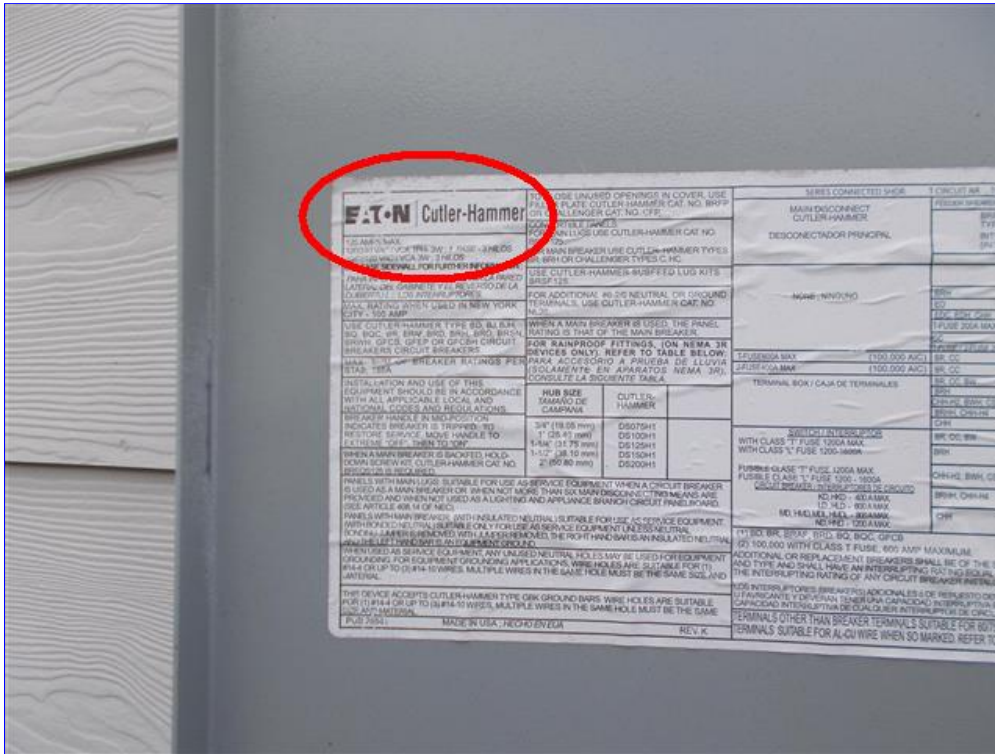
**Electric Panel Manufacturer:** CUTLER HAMMER

**Comments:**

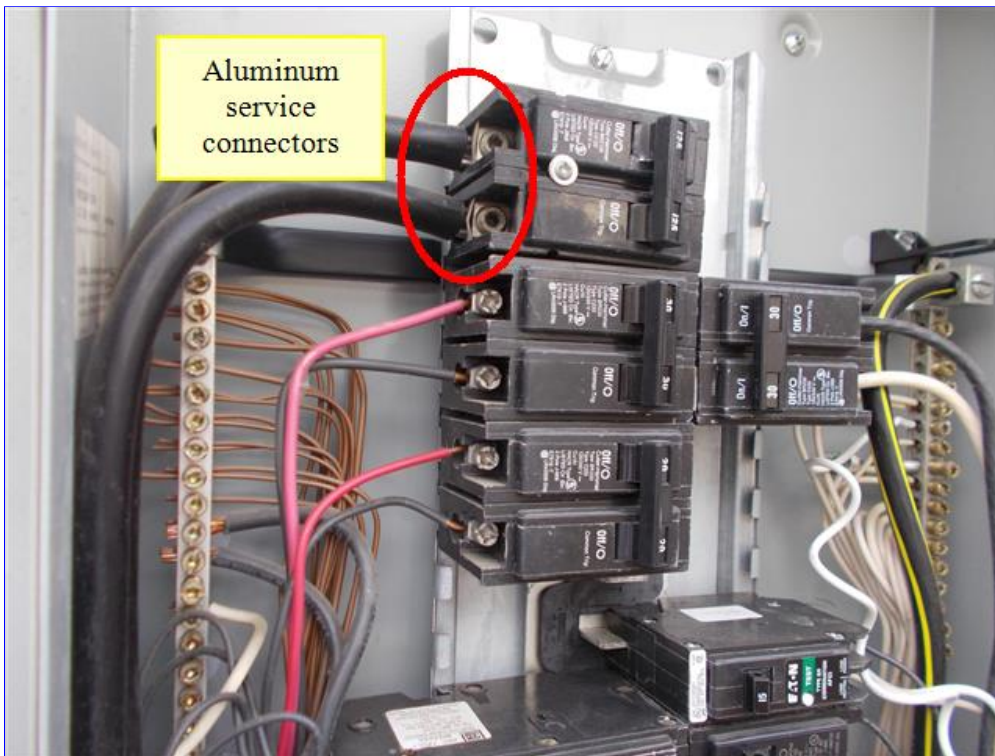
A service panel is the circuit breaker or fuse box in your home that not only distributes branch circuits throughout your home, but also has the ability to turn the entire home's power off. It should be located in a convenient place in the home where it can be easily accessed if you need to get to it. It also should be placed somewhere out of the reach of children, moisture, and dirty areas. All wires should be attached to the service panel with cable clamps and securely fastened.

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I NI NP D



A. Item 1(Picture)



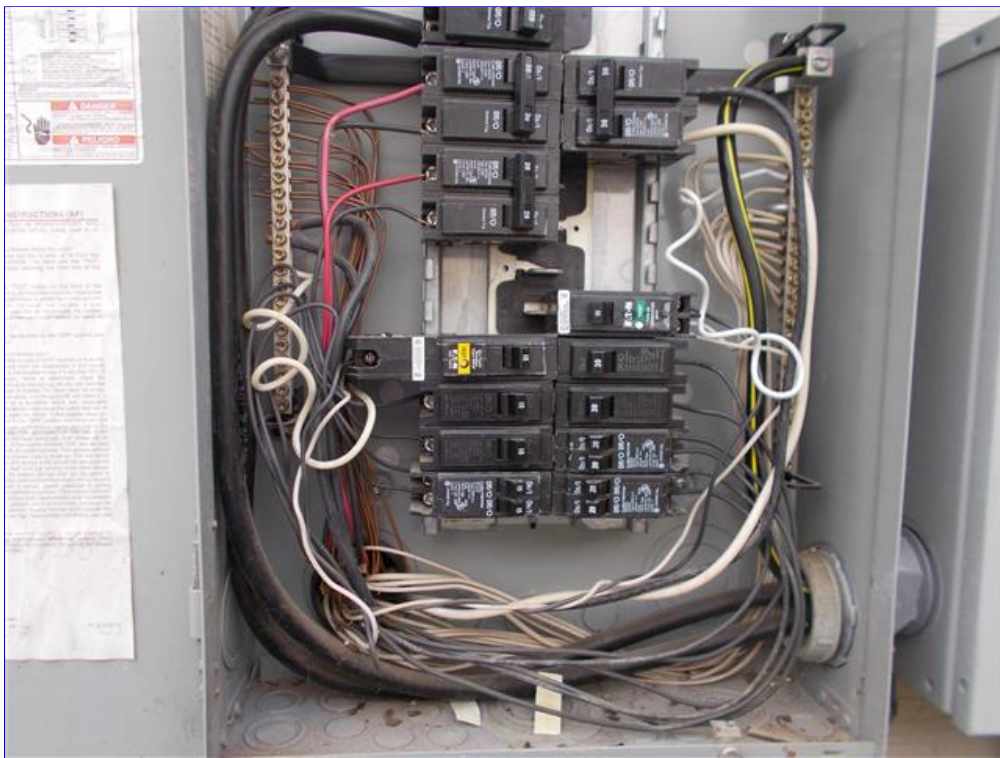
A. Item 2(Picture)

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

I NI NP D



A. Item 3(Picture)



A. Item 4(Picture)

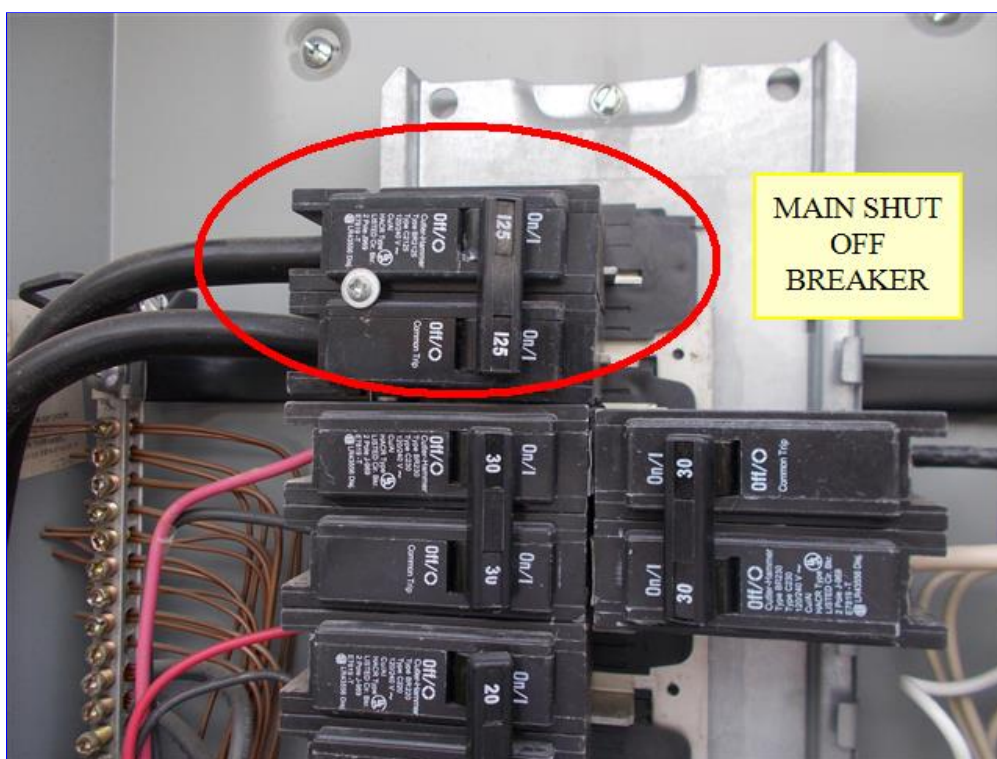


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I NI NP D



A. Item 5(Picture)



A. Item 6(Picture)

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

I NI NP D



A. Item 7(Picture)

B. Branch Circuits, Connected Devices and Fixtures

**Branch wire 15 and 20 AMP:** Copper

**Wiring Methods:** Romex

**Comments:**

GFCI'S WORK. NO ISSUES.

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

I NI NP D



B. Item 1(Picture)

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

I NI NP D

### III. Heating, Ventilation and Air Conditioning Systems

A. Heating Equipment

**Heat Type:** Furnace, Gas

**Energy Source:** Gas

**Heat System Brand:** RHEEM

**Comments:**

In a natural gas furnace, a pilot light ignites a series of burners inside a combustion chamber. The heat these burners create then enters the heat exchanger, where the heat transfers to the air and raises it to the temperature set by the thermostat.

A forced-air furnace heats your home through a heating cycle that looks like this: Natural gas or propane is ignited in the burner. ... The heat exchanger transfers its heat to the incoming air. The furnace's blower forces the heated air into the ductwork and distributes it throughout the home.

A natural gas flame should be blue, which indicates proper combustion. Long streaks of yellow or orange through the flame means the furnace needs adjustment or cleaning by a professional service technician.

A blue flame indicates safe and efficient combustion, meaning that the gas is being burned efficiently and not being wasted. Blue flames are hotter and indicate more complete combustion.



A. Item 1(Picture)

B. Cooling Equipment

**Cooling Equipment Type:** Air conditioner unit

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

I	NI	NP	D
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**Cooling Equipment Energy Source:** Electricity

**Number of AC Only Units:** One

**Central Air Brand:** RHEEM

Comments:

(1) **The remaining R22 phase out schedule in the United States (as per the EPA final rule) is as follows: January 1, 2019: R22 production drops 55% from 2018 supply to 4 million pounds. ... Come January 2020 when R22 is phased out completely, it will not be legally available at any price.**

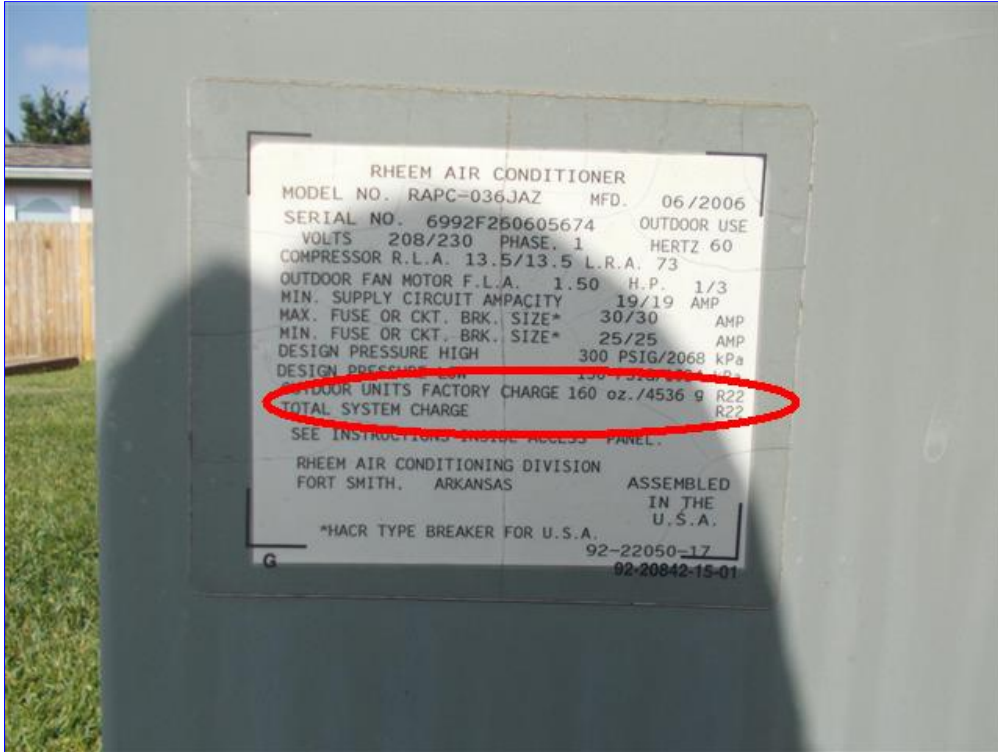
**The U.S. Environmental Protection Agency began phasing out R22 refrigerant in recent years because it was compounding the depletion of the Earth's ozone layer. Launching in 2010, the production and import of R22 was prohibited and by 2020, R22 will essentially no longer be allowed.**

**R22 refrigerant and its HFC replacement R410A are totally incompatible. Your existing condensing unit and cooling coil are not suited to the new higher pressure refrigerant.**

**Your AC or heat pump is a system consisting of the outdoor condensing unit and an indoor coil (housed inside of your furnace or air handler). Replacing just the outdoor unit and not this coil is like only replacing the engine on an old car. It'll run again, but you won't get all the benefits of a brand new car.**

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

I NI NP D



B. Item 1(Picture)

(2) Primary condensate drain connection to house plumbing. Hall bathroom second floor.



B. Item 2(Picture)

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

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

**Ductwork:** Insulated  
**Filter Type:** Disposable  
**Filter Size:** 20x25

**Comments:**

(1) How does a fresh air intake work?

A filtered fresh air intake system adds fresh air to a home heating and cooling system. ... The air is filtered just before it enters the air handler and mixed with the return air and then dispersed evenly throughout the building through the supply duct system

Houston generally doesn't have any issues when humidity levels are low, but high humidity levels are common and most homes fail to maintain a recommended 50% relative humidity indoors. As shown above, humidity levels above 50% provide a thriving breeding ground for insects, dust mites, bacteria, viruses, fungi, mold, allergens, and the concentration of other biological indoor air pollutants. Testing your home's indoor relative humidity levels is simple: Relative Humidity gauges (also known as hygrometers) can be picked up at most hardware stores and if any of these indoor air quality issues are a concern in your Houston home, It is recommended the addition of a whole home dehumidifier to your air conditioning system which not only provides comfort and efficiency benefits, but healthy indoor air benefits as well.

Is a fresh air intake necessary?

While not absolutely necessary, a properly insulated fresh-air intake duct attached to the return-air ducting for the heating system is a good idea to maintain healthy indoor air quality in your home

The Fresh Air Damper (FAD) is a 24VAC power-open, power-close motorized air damper designed for installation in a fresh air ventilation duct connected to an outdoor air intake hood and a duct fan or the HVAC return plenum, to control the flow of fresh air into the home

Should damper be open or closed in summer?

The importance of closing your damper in the summer

An open damper can seriously impact the air temperature within your home. During the summer, an open damper forces your air conditioner to work harder to compensate for the constantly incoming warm air; this, in turn, costs you more money through higher utility bills.

How does a fresh air intake work?

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

I	NI	NP	D
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The air is filtered just before it enters the air handler and mixed with the return air and then dispersed evenly throughout the building through the supply duct system. Fresh air enters the duct before the air handler fan which reduces the volume of return air being pulled from inside the home.

Where is the fresh air intake on an air conditioner?

Typically, the fresh air intake will be located in your attic or ducted to the return side of the home's central air handler. Keep Bathroom Fans and Window Units Turned Off.

A fresh air inlet is ducted to the return side of the home's central air handler; a motorized damper and electronic controls help balance the flow of fresh incoming air with controlled exhaust to meet ventilation requirements



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

I NI NP D



C. Item 1(Picture)

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

I NI NP D



C. Item 2(Picture)

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

I NI NP D



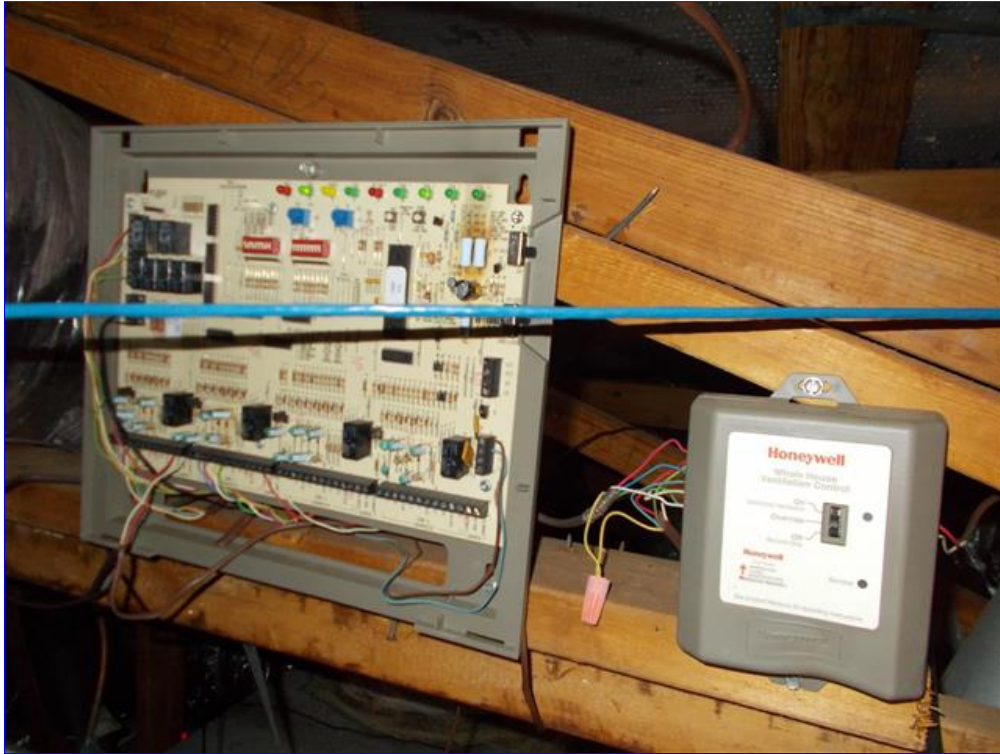
C. Item 3(Picture)

(2) An HVAC zoning system is a heating and cooling system that uses dampers in the ductwork to regulate and redirect air to specific areas of the home. This allows for the creation of customized temperature zones throughout the home for increased comfort and efficiency.

Recommend to have a HVAC technician explain how the system works.

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

I NI NP D

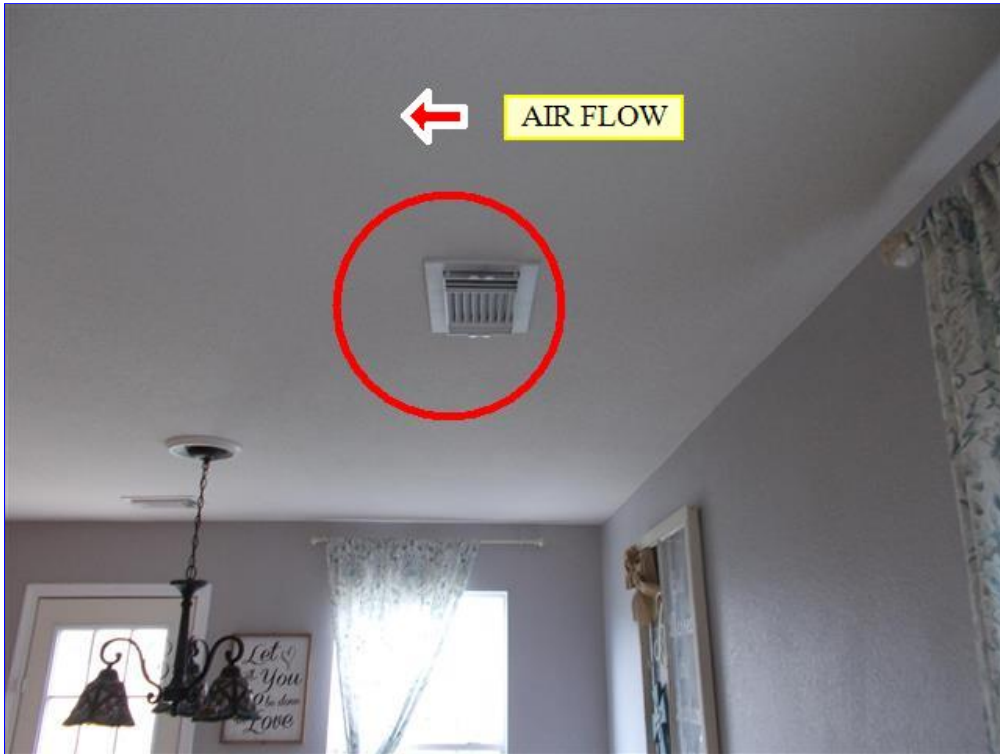


C. Item 4(Picture)

(3) Diffusers are created with specific performance parameters inherent in each design. Airflow is to be directed toward the exterior walls and away from return air locations.

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

I NI NP D



C. Item 5(Picture)



C. Item 6(Picture)

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

I NI NP D

## IV. Plumbing System

A. Plumbing Supply, Distribution System and Fixtures

**Water Source:** Public

**Water Filters:** Whole house conditioner

**Plumbing Water Supply (into home):** Not visible

**Plumbing Water Distribution (inside home):** Not visible

**Comments:**

(1) Bathrooms in new like condition

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

I NI NP D



A. Item 1(Picture)



A. Item 2(Picture)

(2) Water meter located at front right corner of lot.

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

I	NI	NP	D
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Main water shut off located at front right corner of garage.



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

I NI NP D



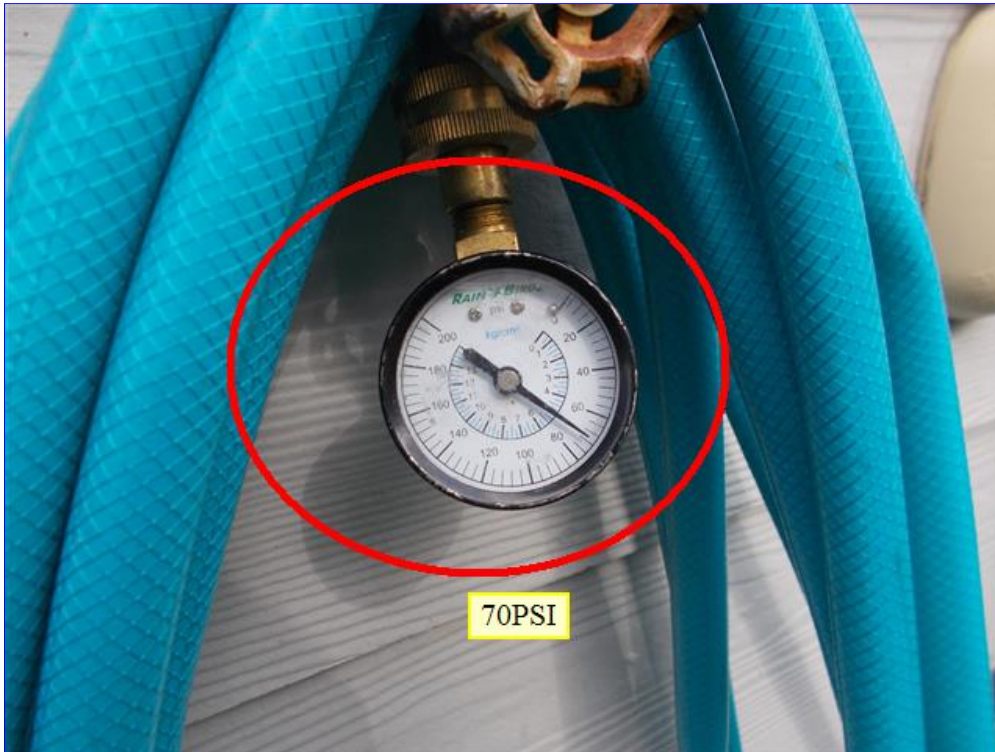
A. Item 3(Picture)



A. Item 4(Picture)

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

I NI NP D



A. Item 5(Picture)

(3) Reverse osmosis drinking water system installed along with your water softener. Reverse osmosis removes 95%+ of "everything" in the water, including sodium. ... When you do the math, water softeners add a very small amount of sodium to your diet.

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

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A. Item 6(Picture)



A. Item 7(Picture)

B. Drains, Waste and Vents

Washer Drain Size: 2" Diameter

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**Plumbing Waste:** PVC

**Comments:**

The standard for new washing machine drain sizes, according to the Universal Plumbing Code, is now 2 inches. The pipe should be between 18 and 30 inches high from the floor, while the P-trap should be between 6 and 18 inches from the floor. These standpipes connect into the home sewage system



B. Item 1(Picture)

C. **Water Heating Equipment**

**Water Heater Power Source:** Gas (quick recovery)

**Water Heater Capacity:** 40 Gallon (1-2 people)

**Water Heater Location:** Garage

**WH Manufacturer:** RHEEM

**Comments:**

Water heater manufactured February of 2018,

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

I NI NP D



C. Item 1(Picture)

E. Other

**Comments:**

There will usually be several gallons of water in the bottom of the brine tank, but usually is never more than twelve inches high. We recommend that you check the salt level in your brine tank at least monthly. The more often your system regenerates, the more you'll need to check and add salt to the tank.

Water softeners do not add any salt to the water. The water softening process breaks down the salt to use its sodium. There is a difference. To clear things up, salt, also known as sodium chloride (NaCl), contains sodium (Na)

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

I NI NP D



E. Item 1(Picture)

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

I NI NP D

## V. Appliances

A. Dishwasher

**Dishwasher Brand:** WHIRLPOOL

**Comments:**

Soap dispenser operated. No issues.

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

I NI NP D



A. Item 1(Picture)



A. Item 2(Picture)

B. Food Waste Disposers

Disposer Brand: WHIRLAWAY



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

I NI NP D

**Comments:**

A Whirlaway garbage disposal's compact design gives you additional room beneath the kitchen sink, but the device still provides the grinding power of its full-sized cousins. The disposal grinds food into small particles that can be washed down the drain without causing a clog in your home's sewage lines.



B. Item 1(Picture)

**C. Range Hood and Exhaust System**

**Exhaust/Range hood:** LG

**Comments:**

Why do you want a range hood that vents air to the outside? Let me count the ways:

- Carbon monoxide - If you have a gas range, especially one with a gas oven, you may be putting elevated levels of carbon monoxide in your air.
- Formaldehyde - one of the things you get from heating oil
- Other toxins - Those bits of grease and food that get burned off create airborne toxins you really don't want to breathe.
- Moisture - Cooking can put a lot of water vapor into the air.
- Odors

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

I NI NP D



C. Item 1(Picture)

D. Ranges, Cooktops and Ovens

**Range/Oven:** WHIRLPOOL

**Comments:**

Why is there a space between wall and range?

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

I NI NP D



D. Item 1(Picture)



D. Item 2(Picture)

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

I NI NP D



D. Item 3(Picture)

F. Mechanical Exhaust Vents and bathroom Heaters

[Comments:](#)

Bathroom Exhaust Fans - A Consumer Guide

Excess moisture has tremendous potential for damaging bathrooms. During a bath or shower, humidity levels rise significantly creating the perfect breeding ground for mold, mildew and microorganisms that can negatively impact health. In addition, long-term exposure to excess moisture and humidity can crack and peel paint and wallpaper, ruin wallboard, warp doors and rust cabinets and fixtures. Without control, it can even cause deterioration of joists and framing above the bathroom.

Most of today's new homes are highly insulated and practically air tight, saving energy but making proper mechanical ventilation essential to maintaining good indoor air quality. Good ventilation protects both your health and your home and is especially important in bathrooms which experience high levels of moisture and humidity.

What is a bathroom exhaust fan? What does it do?

A bathroom exhaust fan is a mechanical ventilation device which, when ducted to the exterior of the house, draws out stale, impure and very humid air thereby improving the quality of indoor air.

Why do I need one?

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

I NI NP D

A properly installed bathroom exhaust fan will rid the bathroom air of excess moisture, humidity, odors and other pollutants. It also helps to remove water vapor that has accumulated on mirrors and walls. Occupants will be much more comfortable with proper ventilation. In addition to improved indoor air quality, deterioration of the home is minimized saving the homeowner costly repairs.

What do I look for when selecting a bath fan?

The proper bathroom exhaust fan should be selected on the basis of performance, style and features.

The correct air movement capacity is an important consideration. Air movement is typically measured in cubic feet per minute (CFM). Ventilation rates based upon eight air changes per hour are generally suggested. For most bathrooms this works out to one CFM per square foot of bathroom area. For example, a 7' x 10' bathroom would require a 70 CFM fan. A 50 CFM rating is recommended as a minimum for bathrooms 50 sq. ft. and smaller. Larger bathrooms require additional ventilation capacity. The model codes are specifying the minimum bathroom vent fan capacity needed. If your bathroom includes a steam bath, steam shower, or jetted tub, sources of additional moisture, you will need to increase the total bathroom exhaust vent capacity in CFM. Industry experts recommend 60 cfm to 80 cfm for small bathrooms and 200 to 300 cfm for a large bathroom



F. Item 1(Picture)

G. Garage Door Operator(s)

**Auto-opener Manufacturer:** GENIE

**Garage Door Type:** One manual

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

I NI NP D

Comments:

Overhead door needs to be adjusted.



G. Item 1(Picture)



G. Item 2(Picture)

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

I	NI	NP	D
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H. Dryer Exhaust System

[Comments:](#)

When a dryer is in operation, it's removing moisture and lint and venting it to the outside. The only reason that people vent dryers into water is to contain the lint so it doesn't fly around. ... DO NOT vent a dryer directly into a utility room.

Can You Safely Run a Dryer Without a Vent? To operate correctly, dryers need vents that allow heat, lint, and moisture to be expelled outdoors. ... The exhaust of the dryer vent should be directed outdoors where warm air, gases, and lint are expelled away from the home.



H. Item 1(Picture)

# Bertocchi

## INSPECTIONS BY BERTOCCHI

**HOME & MOLD INSPECTIONS**

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**BERTOCCHI84@GMAIL.COM - BERTOCCHI@EARTHLINK.NET**

**TREC #20522 - LIC#MAT1123**

**Inspections by Bertocchi**

**413 Windhollow Circle**

**League City TX 77573**

**832-969-4792**

**Inspected By: Michael Bertocchi #20522**

**Inspection Date: 5/21/2020**

**Report ID: 52020201**

<b>Customer Info:</b>	<b>Inspection Property:</b>
Justin Ward 1210 High Road Tallahassee FL 32304	11203 Wild Goose Drive Tomball Texas 77375
<b>Customer's Real Estate Professional:</b>	

**Inspection Fee:**

**Service**

**Price**

**Amount**

**Sub-Total**



HOME INSPECTION	375.00	1	375.00
			<b>Tax \$0.00</b>
			<b>Total Price \$375.00</b>

**Payment Method:** Check

**Payment Status:** Paid At Time Of Inspection

**Note:**

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

### **Free of charge:**

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

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

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

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

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

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

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

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