A NYSAHI Membership Consensus Document

GUIDELINES FOR A HOMEOWNER TO PREPARE FOR A HOME INSPECTION

Thank you for your assistance in preparing for this Home Inspection and allowing access to your home for that purpose. You can be assured that we will conduct ourselves with the utmost respect for your property and do our very best to leave things just as we found them. Please know that per the New York State *Home Inspection Standards of Practice* (SoP is available on-line), Inspectors must access all spaces of the home including crawlspaces, attics, basements, garages, and are required to open windows, doors, cabinets, closets and test lighting, faucets, toilets, HVAC systems, etc.

Our client may have also engaged us to perform ancillary services involving tests and/or inspections outside of the scope of the main Home Inspection. These are performed according to standard protocols. Please see separate homeowner information provided relating to preparation for these.

Getting your home ready for inspection will help to avoid delay in closing relating to lack of operability of required components to be inspected, or safe and ready access for inspection. Please do your best to see that the property is prepared for inspection at the scheduled date and time, including such things as follows (as applicable):

- ☐ Make sure all required keys are readily available. (If you choose to leave doors unlocked we cannot be responsible for any resulting unauthorized access.)
- ☐ Make sure that all areas of the home and garage are accessible for inspection, including attics, crawlspaces, kneewall attics, etc., and that access doors are not blocked and that stored items do not restrict access to all parts of those spaces.
- ☐ Move vehicles, large equipment, boats, etc. out of the garage.
- ☐ Make sure all utilities, heating equipment and fuel supplies are turned on (Electric, water, gas, fuel oil…).
- ☐ We do not operate supply valves on fuel and water systems. Please make sure that the fuel and water supplies to fixtures and heating appliances are turned on so that they can be inspected for proper operation.
- ☐ We do not handle fuses or operate circuit breakers or disconnects. Please make sure that all active circuits are turned on and powered.
- ☐ We also do not plug in anything that is unplugged. Appliances should be plugged in and turned on. Make sure stove tops are clear so they can be checked for basic operation. Remove dishes and laundry from washing machines and laundry from dryers.
- ☐ If the weather is warm (no recent freezing temperatures), leave the A/C system turned on (both at the main service panel and the disconnect near the exterior condenser).

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- ☐ If access to an attic is in a closet, remove and protect clothing, etc. so they are not exposed to dirt or insulation that may fall when the hatch is opened. Remove any bars or shelving that might obstruct ready access. Please note that per the SoP moving personal possessions is not our responsibility. We are also not responsible for cleaning up debris falling from attic access (insulation, dust, etc.)
- ☐ It can be hazardous for pets to be loose during an inspection and we cannot be responsible for keeping track of them. Please make arrangements to take your animals with you during the inspection or otherwise to have them safely secured.
- ☐ All areas should be cleared of stored items if possible, or otherwise they should be located to minimize their blocking ready access to walls, HVAC equipment, electric panels, etc. or clear view of the spaces of attics from their access or walkways.
- ☐ Remove wastes, debris and clutter. The home should be in a tidy and sanitary condition.
- ☐ Remove medicines, portable high-value items, and weapons from the home for safe-keeping.
- ☐ Remove knickknacks and raise curtains and blinds for ready access to windows.
- ☐ Inform us of known or suspected environmental or pest hazards or other hazardous conditions.
- ☐ Turn off security alarms during the time of inspection and any scheduled return.
- ☐ Check to see that all lighting works (working bulbs, etc.)
- ☐ Leave remotes and instructions for gas operated fireplaces and heaters.
- ☐ Make sure to have good batteries in remotes and thermostats.
- ☐ Remove pet feces from the yard to help avoid it being tracked in.
- ☐ Clean wood and ash from fireplaces and wood stoves so that their internal structures are visible.
- ☐ If available, leave any manuals or maintenance history for major appliances, HVAC systems, etc.
- ☐ Contact us to advise of any condition that could result in damage or injury from access for inspection and scheduled tests, or by normal operation of controls (switches, faucets, overhead doors, etc.). For instance, if there is a sink that leaks, you should let us know to avoid a possible mess. We are not responsible and will not accept responsibility for damage related to our normal use and operation of any item.
- ☐ Please also advise us of the location of important items such as electric panels, water and gas service entries, sump pumps, etc. that may not be readily found.
- ☐ If there are tenants, please make sure they are advised of the scheduled inspection and tests and are prepared to accommodate it.

Preparation of your home for inspection is very much appreciated. If properly prepared, return trips (which may in some cases be at the expense of the homeowner) to inspect those things not made ready, can be avoided and the closing process should be smoother. Your real estate agent should be familiar with the requirements for a Home Inspection and typical tests. You may also contact us if you have questions or concerns.

Please note that by New York State law, all information relating to a Home Inspection is to be held confidential to our client only, and except for notification of what we judge to be a potentially imminent and dangerous hazard, Home Inspectors are prohibited from sharing inspection information with others unless specifically authorized by our client. So, forgive us if there are things we cannot discuss with you.

Thank You in advance for your preparations and hospitality!

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