

**HOME INSPECTION REQUEST ORDER FORM**

Ver. 05.01.24

**PURPOSE OF THIS FORM**

This form provides a means to collect the data needed to schedule an inspection appointment, send out the "official" Inspection Agreement, prepare the report template and connect with the client to discuss how we can best serve their needs.

**This order form is not an Inspection Agreement and does not hold the client's representative responsible for any financial obligation. The client is solely responsible for payment of this service. The actual Inspection Agreement will be sent after discussing the inspection details with the client.**

**\*Your Name:** \_\_\_\_\_ **Order Date:** \_\_\_\_\_

**\*Client's Name:** \_\_\_\_\_

**\*Inspected Property Street Address:** \_\_\_\_\_

**\*City:** \_\_\_\_\_ **\*Year Built:** \_\_\_\_\_ **\*Square Footage:** \_\_\_\_\_

**Check all appropriate items:**

- Occupied Full Time     Occupied Part time     Vacant     Furnished     Unfurnished
- Electric "On"     Electric "Off"     Water "On"     Water "Off"
- Gas/Propane "On"     Gas/Propane "off"     No Gas
- Garage "None"     Garage "Attached"     Garage "Detached" (an additional fee applies to "Detached" buildings)
- Garage "Attached" and "Detached" are both present.

**Additional Living Spaces? (Multiple Dwellings, Multiple Tenants) Check all that apply.**

**Additional Fees apply to MTU's**

- None     There are multiple living quarters in the same building (ie: duplex, triplex, apartments)
- There are multiple buildings with separate living quarters.

**How Will I Gain Access to the Property?**

**Additional Notes:**

**BUYER INFORMATION**

**Buyer's Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Email:** \_\_\_\_\_

**Buyer's Agent:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Agency Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Email:** \_\_\_\_\_

**SELLER INFORMATION**

**Seller's Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Email:** \_\_\_\_\_

**Seller's Agent:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Agency Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Email:** + \_\_\_\_\_

**METHOD OF PAYMENT**

Billed to the Client     To be Paid by Credit/Debit Card     To be Paid by "Zelle"     Billed to Escrow

Paid Direct by The Client on the day of the inspection (\$50 discounts off the base fee for cash)

To Be Determined by Inspector

**Title Company:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Escrow Officer:** \_\_\_\_\_ **Escrow #:** \_\_\_\_\_

**Escrow Officer Email:** \_\_\_\_\_ **Escrow Close Date:** \_\_\_\_\_

Title Company Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_