

PEMCO, LTD.

3525 Piedmont Rd., N.E., Bldg. 5, Ste. 310, Atlanta, Georgia 30305 ☎ 404-995-7111

**Home Inspection Policy & Request Form**

- 1) A home inspection/systems check is available to any purchaser on insured or uninsured sales. The intent of the inspection is to identify major defects only. A professional inspector must perform the inspection.
- 2) The agent must submit a "Home Inspection Request" to First Preston Management. A copy of the accepted contract must be attached, as well as, a \$75.00 cashiers check, or money order, made out to First Preston Management for the re-winterization. (The \$75.00 fee is required only on inspection requests submitted between September 15<sup>th</sup> and March 15<sup>th</sup>.)
- 3) The utilities must be activated by the purchaser, or broker, or broker's representative (in the purchaser's name). The utilities may not remain on for more than two days (48 hours).
- 4) Purchaser is responsible for all expenses resulting from the inspection, including repair of damage to the property within the two days (48 hours).
- 5) The broker or broker's representative must be present during the inspection.
- 6) The broker or broker's representative is responsible for ensuring that the property is returned to the same condition as before the inspection.
- 7) Immediately upon completion of the Home Inspection, the broker or broker's representative will enter the Inspection completion date on the Home Inspection Request and fax to First Preston Management (404-442-4921).
- 8) The purchaser may not make any additional repairs to the property prior to closing.
- 9) Purchaser(s) and agent for same hereby holds PEMCO, Ltd., its subcontractors and assigned, and the Department of Housing and Urban Development harmless and assumes full responsibility for all aspects of this home inspection. A written copy of the inspection results must be presented to PEMCO, Ltd. prior to any concessions/considerations regarding the executed contract. Each request for compensation or cancellation of the contract will be viewed on a case by case basis and judged on the information provided. Regardless of the final decision, purchaser(s) are informed that all costs associated with conducting the home inspection(s) are the purchaser's responsibility and under no circumstances will the purchaser(s) be reimbursed for the home inspection costs.
- 10) **If utilities cannot be on due to code violations, known defects, or utility company policy, the Home Inspection Request will be denied.**

**Purchaser's Initials** \_\_\_\_\_

**Broker (or Agent's) Initials** \_\_\_\_\_

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**Home Inspection Policy & Request Form (continued)**

**Part A:**

Selling Agent Name: \_\_\_\_\_ Fax: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

We request permission to conduct a home inspection/systems check on the following property:

FHA Case No: \_\_\_\_\_

Property Address: \_\_\_\_\_

We understand the following:

- 1) The utilities will be turned on in the purchaser's name. The Home Inspection will be performed by a professional inspector. The purchasers understand they are responsible for the cost of utility services, and that the utilities will remain activated no longer than 2 days (48 hours).
- 2) The purchasers understand that they are responsible for all expenses resulting from the systems check, including repairs, if necessary, of damage to the property. Inspection requests submitted between September 15th and March 15th of each year must include a cashier's check or money order made payable to First Preston Management in the amount of \$75.00 for re-winterization of the property.
- 3) The selling agent has furnished a copy of page 2 of this form of HUD's "Home Inspection Policy & Request Form" to the purchaser and explained the purchaser's responsibilities. A copy of the accepted contract is attached. Seller will notify First Preston Management of the Home Inspection completion date (Part B\*).

*Please fill in the blanks::*

Water Utility Company: \_\_\_\_\_  
Gas Utility Company: \_\_\_\_\_  
Power Utility Company: \_\_\_\_\_

\_\_\_\_\_  
Purchaser Date Selling Agent Date

This box to be completed by First Preston ONLY (Property Management Office) Permission to conduct Home Inspection/Systems Check granted by:		
First Preston:	Date:	
Confirm T/O:	Verified in HT:	File Updated:

**Part B:**

**After the inspection has been completed, fill-in items below, sign & fax 404-442-4921, Attn: Tomeka Thomas.**

- 1) Date Inspection was Completed\*: \_\_\_\_\_
- 2) Date Water Utility Turn Off Scheduled: \_\_\_\_\_
- 3) Date Gas Utility Turn Off Scheduled: \_\_\_\_\_
- 4) Date Power Utility Turn Off Scheduled: \_\_\_\_\_

\_\_\_\_\_ I have contacted all of the utility companies for which service was connected to perform the home inspection. I have instructed each of the utility companies to disconnect service.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_