

## **SUGGESTED GUIDELINES FOR COMPLETING THE WOOD DESTROYING INSECT INSPECTION REPORT—NPMA-33 (Version 9/9/04)**

Form NPMA-33 MUST be used by wood destroying insect (WDI) inspectors to report the results of WDI inspections for any *HUD/VA guaranteed* property transactions. The NPMA-33 is also typically used for conventional transactions. If a state, through regulation or statute requires the use of a state approved form and excludes the use of all other forms, the state mandated form must be used.

Under generally accepted practices, it is the responsibility of the inspector/inspecting company to inspect for and report on visible evidence of wood destroying insects and of possible previous treatment. Inspected areas of the structure(s) inspected may vary according to local and regulatory requirements and practices.

If the state or state association in which the inspection is conducted has prescribed procedures for inspections, those should be followed in conducting the inspection. The NPMA-33 does not preempt state requirements for inspection practices and reporting. If no state guidance exists, the inspection procedures should be in accordance with NPMA guidance and industry publications and programs.

**Before starting the inspection process, inspectors should read and understand the NPMA-33. If completing the form by hand, a fine point pen is recommended.**

### **Section I. General Information**

This section is for reporting general information about the location of the inspection and the inspecting company. All boxes in this section must be filled out completely.

**Inspection Company, Address, & Phone:** Enter the business name, address, and business phone number of the company performing and reporting the results of the inspection.

**Company's Business Lic. No.:** Enter the business license number of the company conducting the inspection. ***This is the state license to conduct pest control or pest inspection activities.*** In states where no business licenses are issued, enter "*not applicable in this state.*"

**Date of Inspection:** Enter the date on which the inspection was conducted. If it was done on more than one date, enter all dates that the property was inspected.

**Address of Property Inspected:** Enter the complete physical address (and mailing address if different from the physical address) of the property. The seller's name and/or buyer's name may be entered here, but is not required.

**Inspector's Name, Signature & Certification, Registration, or Lic. #:** Print the full name of the inspector who conducted the inspection. The inspector must then also sign the report and enter his/her certification, registration, or license number issued by the state pest control or pesticide control regulatory agency.

**Structure(s) Inspected:** List all of the structures on the property that are part of the report (for example: "*house and garage*"). Any findings are restricted to visible evidence in, within, or on the structure including the structure itself and areas beneath any portion

of the structure such as crawls, basements, and porches. Areas under eaves and not under any other portion of the structure are not considered in, within, or on the structure. The person ordering the inspection should specify which structures are to be inspected. That information should be relayed exactly to the inspector prior to the inspection. When possible, the buyer or buyer's agent should order the inspection.

## **Section II. Inspection Findings**

In this section, the results of the inspection are reported. If more room is necessary, comments may be noted in **Section V** or by using attachments if such attachments are listed in **Section V**. The inspection reports conditions on the date of the inspection only and no warranty is provided by this report unless accompanied by an attachment and noted in **Section V**.

### **A. No visible evidence of wood destroying insects was observed.**

Check this box if there is absolutely no visible evidence of WDI in, on, or within the structure as defined above. Wood destroying insects for the purpose of this inspection include **termites, carpenter ants, carpenter bees, and reinfesting wood boring beetles**. This box should NOT be checked if there is ANY visible evidence of wood destroying insects.

### **B. Visible evidence of wood destroying insects was observed as follows:**

Check this box if there is ANY visible evidence of WDI observed regardless of extent or age of evidence. If **box B** is checked, at least one of the following boxes must be checked and an explanation, description, and location of the WDI evidence must be provided. More than one of the following boxes can be checked as appropriate.

#### **1. Live Insects; (description and location):**

Check this box if live wood destroying insects were found. List the type, and specify the general area(s) where the live insects were found. The areas listed should provide enough detail to direct other inspectors to the general area.

#### **2. Dead insects, insect parts, frass, shelter tubes, exit holes, or staining (description and location):**

Check this box if dead insects, insect parts, frass, shelter tubes, exit holes, or staining (carpenter bee droppings or scraped termite tubes) were found. Describe the evidence and specify general area(s) where evidence was found.

#### **3. Damage from wood destroying insects noted in the following area(s):**

Check this box and specify the general area(s) where the evidence was noted if visible damage caused by WDI was observed. The inspector is not expected to be a damage expert; damage is nothing more than visible evidence of either current or previous infestation. The inspector is not expected to distinguish between structural and cosmetic damage. The report clearly states "*this is not a structural damage report*". If the inspection company does provide damage evaluation and/or repair as an additional service, a separate contract should be attached and may be noted as an attachment in **Section V**. Note that the next paragraph on the form clearly explains to the buyer and seller that damage, including hidden damage, may be present if **box B** is checked above. Further, if any questions arise regarding damage reported, a qualified structural professional should be contacted. This is to make sure that all parties understand the potential of damage prior to closing and that the inspector is not party to damage evaluation.

**It appears that the structure(s) or a portion thereof may have been previously treated. Visible evidence of possible previous treatment:**

This section is designed to describe possible previous treatment. Such evidence of a possible previous treatment may include drill marks, termite bait stations in place, dyed wood from a borate treatment, dusted carpenter bee holes, documentation presented to the inspector prior to completion of the report, etc.

Check either the **Yes box** or the **No box** regardless of whether **box A** or **box B** was checked. Enter observed visible evidence of possible previous treatment. If the **NO box** is checked, then no description should be entered on the line. As indicated on the form, the inspector is not expected to give assurances with regard to work done by other companies.

**Section III. Recommendations**

Based on observations in **Section II**, the lenders, realtors, buyers and sellers are looking to the inspector to make a recommendation as to what corrective measures may be necessary or prudent. The inspector should use his/her knowledge, training and expertise along with careful observation of the structure(s) being inspected when deciding whether or not a treatment should be recommended.

Live insects do not necessarily have to be observed during the inspection for the inspector to recommend a treatment. Examples may include: fresh carpenter ant or powder post beetle frass, carpenter bee staining or signs of subterranean termites with no evidence of previous treatment.

**Regarding Subterranean Termite Recommendations**

Termite control treatment should be recommended:

- ◆ Whenever live termites are observed (regardless of whether or not the structure has been previously treated).
- ◆ When there is evidence of termites (other than live insects) observed in/on a structure and no evidence of a previous treatment.

A treatment MAY also be recommended for a previously treated structure(s) showing signs of infestation – but no live insects – if there is no treatment documentation provided to the inspector prior to completing the report. Documentation must be a service record of a liquid soil termite treatment within the past five (5) years by a licensed pest control company or proof that the structure(s) is presently covered by a warranty or service contract with a licensed pest control company. The warranty or service agreement may also include a baiting program. If there is no treatment documentation presented to the inspector, then the inspector would recommend treatment for subterranean termites indicating on the report, “*unless there is documentation of a previous liquid treatment within the past five years or unless a service agreement is current*” or similar language. If a baiting system is installed but the inspector does not know whether the contract is current, the inspector MAY recommended a treatment for subterranean termites and should also note “*unless there is a current baiting system service agreement in effect*” or similar language. If any documentation is presented after the report is completed, the inspector should not change the report but rather advise that documentation be provided to the lender or appropriate parties.

It should be understood that these treatment recommendations are suggested guidelines. Every inspection is different and there may be special situations, mitigating factors, or state regulations, which could cause an inspector to make a recommendation that does not follow these general guidelines.

#### **Section IV. Obstructions & Inaccessible Areas**

Virtually every property will have some obstructed or inaccessible areas. The typical areas are listed with a key provided on the right side for ease of use. For example, if there were boxes stored against the wall in the basement, the walls were paneled, and there was ceiling tile, the box next to **Basement** would be checked and "1,3,7" would be listed. In addition, or in place of the key, a written description may be entered on the line. If more space is necessary, additional areas may be listed under **Other** or in **Section V**.

#### **Section V. Additional Comments and Attachments**

List any additional comments from any section. This may include any pertinent information not previously listed. Service agreement information, if any, should be noted including expiration date. If additional space is necessary, comments may be continued on an attachment and referenced on the **Attachments** line. List **all** attachments in this section. The buyer will then know that there are important attachments to the report.

#### **Signature of Buyer & Seller.**

The buyer and seller must sign the report. It is not the inspector's responsibility to obtain these signatures. These should be obtained at closing by the realtor or closing firm. The seller's signature signifies that the seller agrees that all pertinent property history regarding WDI infestation, damage, repair and treatment has been disclosed to the buyer. The buyer signs the form to indicate that they acknowledge receipt of a copy of the report.

#### **Page 2... Important Consumer Information Regarding the Scope and Limitations...**

This page contains information for the consumer in order to explain the scope and limitations of the inspection. Inspectors should read and understand all information on **Page 2**. In addition, a maintenance advisory regarding integrated pest management is detailed for the consumer. Both the buyer and seller should agree to any corrective action and responsibility for corrective action. Under no circumstances is the inspector responsible for corrective action unless provided by separate contract. A full understanding of the scope and limitations of the inspection cannot be gained without reading **Page 2**.

##### **1. About the Inspection**

This section addresses what WDI pests and general inspection and warranty parameters are covered by the report. It reinforces that mold, mildew, or non-insect pests are not covered by this inspection or report.

##### **2. Treatment Recommendation Guidelines Regarding Subterranean Termites**

This section provides additional detail and guidance to the inspector to assist in making the often difficult decision as to when a recommendation for treatment should be made in **Section III**. It provides some of the factors considered by the inspector in his/her decision making process. Much of the language in this section reflects the guidance provided under **Section III** above.

### **3. Obstructions and Inaccessible Areas**

This section provides additional detail to the inspector and customer as to what is commonly considered an area obstructed from or inaccessible to inspection. It provides guidance on completing **Section IV** of the form. This section states that lack of a ladder for access or less than 24" of clearance beneath floor joists in the crawl space are acceptable explanations or inaccessibility to parts of the structure. **Note that neither of these factors are intended to limit the scope or quality of the inspection when the inspector can readily gain access to these areas.**

### **4. Consumer Maintenance Advisory Regarding Integrated Pest Management for Prevention of Wood Destroying Insects**

This section provides suggestions to homeowners about corrective measures, other than treatments, that could be undertaken to reduce the chances of WDI problems in the structure(s).

### **5. Neither the inspecting company nor the inspector has had, presently has, or contemplates having any interest in the property inspected**

This statement means that the inspector is not related in the transaction to the buyer, seller, or the agents involved.

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### **Wood Destroying Organisms**

If your state or area requires a wood destroying organism report, NPMA has prepared a model of a *Wood Destroying Organism Attachment to the Wood Destroying Insect Inspection Report*. The attachment is designed to report fungus conditions. HUD and VA do NOT require an organism attachment as part of national requirements for HUD and VA loans. Inspectors are free to adopt or alter the model *Wood Destroying Organism Attachment* for specific areas. It is not copyrighted and may be reproduced.

*For a free copy of the model attachment, send a self-addressed stamped envelope to NPMA Model WDO Form, 8100 Oak St., Dunn Loring, VA 22027*

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