



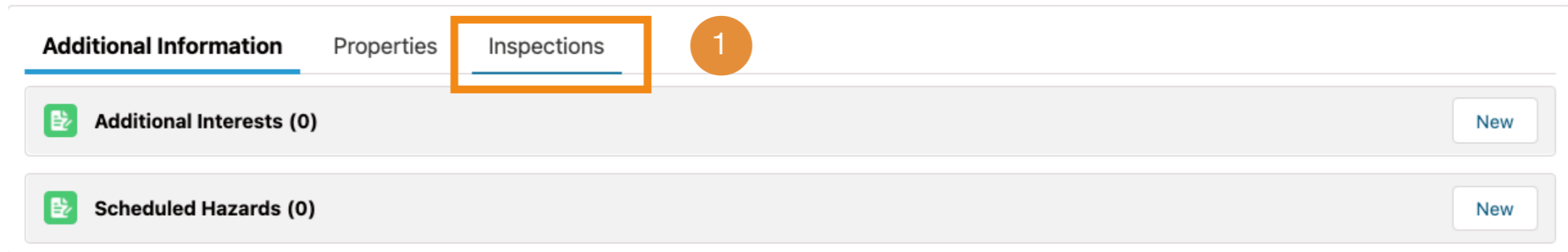
Inspections / Recommendations

Section 5

01 Inspections

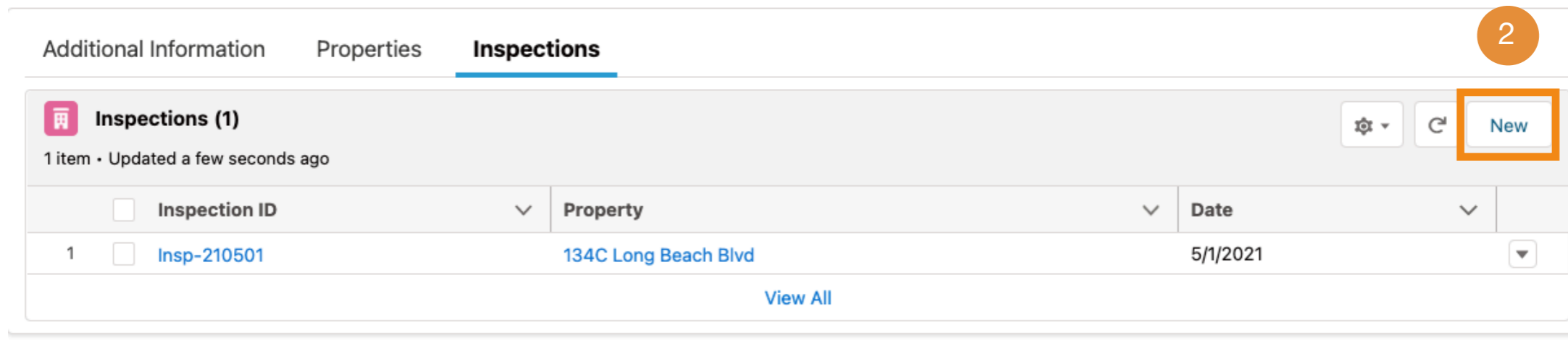
How to create a new Inspection

- Open the policy of property inspected



A screenshot of a web interface showing a navigation menu with three tabs: 'Additional Information', 'Properties', and 'Inspections'. The 'Inspections' tab is highlighted with an orange border and a circled '1' next to it. Below the tabs, there are two sections: 'Additional Interests (0)' and 'Scheduled Hazards (0)', each with a 'New' button.

- Click the Inspection tab (1)



A screenshot of the 'Inspections' tab in a web interface. The 'Inspections' tab is highlighted with an orange border and a circled '2' next to it. Below the tabs, there is a section titled 'Inspections (1)' with a 'New' button highlighted in orange. Below this, there is a table with columns for 'Inspection ID', 'Property', and 'Date'. The table contains one row with the following data: '1', 'Insp-210501', '134C Long Beach Blvd', and '5/1/2021'. There is also a 'View All' link below the table.

<input type="checkbox"/>	Inspection ID	Property	Date
1	<input type="checkbox"/> Insp-210501	134C Long Beach Blvd	5/1/2021

- Click New (2)



New Inspection

Information

• Property **3**

• Policy **4**

• Date

Inspection Company

Underwriting Recommendations

Inspection ID

Reference #

Required Completion Date

134C Long Beach Blvd Real Estate

134C Long Beach Blvd Real Estate

134C Long Beach Blvd Real Estate

134C Long Beach Blvd Real Estate

134 W Roberts Ave Real Estate

+ New Property

Description

Cancel Save & New Save

- **Use** the search tool to find the Property. To do that type the first 3 letters or numbers of the property address (3) **or Select** the property from the recent records list displayed (4)



New Inspection

Information

* Property 134C Long Beach Blvd

* Policy Jenette Zarzalejo Homeowners 134

* Date 8/18/2021

Inspection Company The Quinn Service Agency, Inc.

Underwriting Recommendations

Inspection ID

Reference # 135479 test

Required Completion Date

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Today

Cancel Save & New Save

- **Add** the date the property was inspected (4)
- **Add** the Inspection Company (5), Reference # (6) and the Required Completion Date (7)



New Inspection

Information

• Property: 134C Long Beach Blvd

• Policy: Jenette Zarzalejo Homeowners 1:

• Date: 8/18/2021

Inspection Company: The Quinn Service Agency, Inc.

Inspection ID: [Empty]

Reference #: 135479 test

Required Completion Date: 10/9/2021

Underwriting Recommendations

Select an Option | Select a | [Color Picker] | B | I | U | [Link] | [List] | [Align] | [Indent] | [Outdent] | [Table] | [Table Border]

Mandatory Recommendations

1. **PLAYGROUND SAFETY SURFACE:** Install a "soft" surface under the playground equipment to help prevent injury caused by falls. Wood chips, bark mulch, wood fibers, sand shredded tires and rubber mats provide adequate protection for this type of hazard. A minimum depth of 12 inches of material surrounding each piece of equipment in a 6-foot fall zone is recommended to help prevent this type of hazard. Outdoor carpeting surfaces are unacceptable.

Description

[Empty Text Area]

Cancel | Save & New | **Save**

- **Add** the Underwriting Recommendations (if any) (8). The underwriting recommendations will not appear in the recommendation letter if you don't add any information here (8)
- **Add** a Description (9)



TIP

- You can add the underwriting recommendations after you create the inspection report by editing the inspection
- All the content added here (8) will appear in the recommendations letter



How to edit an Inspection

Policy **Jenette Zarzalejo Homeowners 134C Long (4/18/2021 - 4/18/2022)** [+ Follow](#) [Ask Kodiak](#) [Sync with ITC](#) [Rewrite](#) [Send with DocuSign](#) [P](#)

Inspections (2) 2 items • Updated a minute ago [Settings](#) [Refresh](#) [New](#)

	<input type="checkbox"/> Inspection ID	Property	Date	
1	<input type="checkbox"/> Insp-210914	134C Long Beach Blvd	8/18/2021	<input type="checkbox"/>
2	<input type="checkbox"/> Insp-210501	134C Long Beach Blvd	5/1/2021	<input type="checkbox"/>

[View All](#)

- **Click** the Inspection Report **or** the Arrow that belongs to the inspection you want to edit



Inspection
Insp-210914

Details Files Links History

Property	134C Long Beach Blvd		Inspection ID	Insp-210914
Policy	Jenette Zarzalejo Homeowners 134C Long (4/18/2021 - 4/18/2022)		Reference #	135479 test
Date	8/18/2021		Required Completion Date	10/9/2021
Inspection Company	The Quinn Service Agency, Inc.			
Underwriting Recommendations	<p>Mandatory Recommendations</p> <p>1. PLAYGROUND SAFETY SURFACE: Install a "soft" surface under the playground equipment to help prevent injury caused by falls. Wood chips, bark mulch, wood fibers, sand shredded tires, and rubber mats provide adequate protection for this type of hazard. A minimum depth of 12 inches of material surrounding each piece of equipment in a 6-foot fall zone is recommended to help prevent this type of hazard. Outdoor carpeting surfaces are unacceptable.</p> <p>2. WALKWAYS: Have the broken, cracked, and/or uneven portions of the exterior walkway repaired.</p>			
Description				
<p>System Information</p>				
Created By	Jeanette Zarzalejo, 9/12/2021, 12:53 PM		Last Modified By	Jeanette Zarzalejo, 9/12/2021, 2:46 PM

- **Click** on the Pencil to start editing
- **Click Save** when you are done editing.



How to Generate Recommendations Letter

The screenshot displays a software interface for an inspection record. At the top, a header bar contains the inspection name "Insp-210914" and a "Generate Recommendations Letter" button. Below the header are tabs for "Details", "Files", "Links", and "History". The "Details" tab is active, showing property and policy information. To the right is an "Activity" section with an "Email" button and a "Compose" button.

Property	Address	Inspection ID
* Property	134C Long Beach Blvd	Insp-210914

Policy	Reference #
* Policy	Jenette Zarzalejo Hom

Reference #: 135479 test

Activity: Email, Log a Call

Filters: All time • All activities • All types

- **Open** the Inspection
- **Click** Generate Recommendations Letter
- **Download** and/or **print** the Recommendation letter





TIP

- The recommendation letter will be automatically added to the Inspection files

Inspection **Insp-210914**

Details **Files** Links History

Files (1) [Add Files](#)

Title	Owner	Last Modified	Size
Underwriting_Recommendation...	Jeanette Zarzalejo	9/12/2021, 3:09 PM	14KB

[View All](#)

- **Highly recommended: Always Create** a link for the recommendation letter, pictures, and inspection report. This way is available for emails and SMS.




How to Add pictures to an Inspection

Inspection **Insp-210914**

Details **Files** Links History

Files (1) [Add Files](#)

Title	Owner	Last Modified	Size
 Underwriting_Recommendation...	Jeanette Zarzalejo	9/12/2021, 3:09 PM	14KB

[View All](#)

- Under the Inspection **Select** Files tab **Click** add files

