



Dear New Home Buyer:

Thank you for your inquiry about our **New Home Construction Staged Inspection Program**. Our program enables you, an astute new home buyer, to rely on a competent third party to determine that, the quality of the materials being used, as well as their handling and workmanship, meet your specifications or current building standards and good construction practices.

The program consists of from One (1) to Five (5) inspections during the construction process. The price varies with the living area square footage, the number of inspections performed during construction, the desired reporting method and the required job monitoring. The number of inspections is your choice so that our services can best meet your needs and fit your budget. To receive maximum benefit from our services, we recommend Five (5) staged inspections. Verbal and written check-off reports are included. Type written summary reporting with select photographs or comprehensive reporting with unlimited photographs is available for an additional charge. The final inspection includes "The HomeBook" reporting system along with a detailed handwritten "Punch List", provided on site at the end of the final inspection. Job monitoring services by our inspector during construction is also available at additional charge for your convenience. The selection menu for our services is detailed in the scope of work agreement along with reinspection fees and hourly consulting charges.

Payment for services rendered is due and payable upon receipt of an invoice, if payment is not received by the time of the next required inspection, that inspection will not be performed until payment is received. The final inspection fee "must be paid" at the time of the final inspection.

Enclosed, for your review, is our Staged Inspection Schedule listing the items that need to be completed before calling for a particular staged inspection. If an inspection is scheduled by you or your authorized representative, and the stage of construction is not ready for inspection, you can choose to have us perform the inspection in the incomplete state or you can pay a trip charge and we will return to perform the inspection when all work is complete for the particular scheduled construction stage. The choice is yours!

A Staged Inspection Agreement – New Homes is enclosed detailing the scope of work for our program. This agreement outlines what to expect from HomePro's inspection services and your responsibilities in order to have the program function at maximum efficiency and obtain the best possible results. Other general information is enclosed for your review and consideration to decide the value of our services to you.

Please complete and return the **Customer Information** sheet and the signed, dated and completed **Staged Inspection Agreement – New Construction** for your customized inspection program. Should you have any questions, or need further assistance, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read 'James A. Murphy, III', with a stylized flourish at the end.

James A. Murphy, III  
President

cc: Raymond E. Myers, ICC - Building Inspector - Professional (BIP) #5137383

Enclosures