

# Inspector Candidate Qualifications

Before you submit your application (form HUD-50002), please review the following information regarding our qualifications. You must first be approved (meet our qualifications) before you are invited to our Certification Training.

## Inspection Experience:

You must have solely been responsible for completing and conducting at least 250 property inspections. \* See page 2.

## Computer Skills:

You must be able to perform the following without assistance:

### **Emails:**

- Send and receive messages
- Send an attached document with an e-mail
- Receive and open an attached document
- Access e-mails on a computer other than your primary computer

### **Internet/World Wide Web:**

- Access a web site
- Search using a search engine tool
- Submit information to a web site successfully
- Download files and save them to a specific location on the computer

### **Using Windows:**

- Navigate in different folders
- Open and use multiple software applications at a time
- Create, copy, move, rename, and delete files and folders
- Install new software

**Use a computer to conduct inspections**

## Technical Knowledge in Residential and/or Commercial Building Trades

Carpentry, Electrical, HVAC, Masonry, Plumbing

\* The 250+ inspections need to have the following in order to qualify:

1. You are solely responsible for directly conducting the inspection, without any assistance.
2. You applied your knowledge, skills and expertise in assessing the following areas during the course of the physical inspection of the following areas:
  - A. Site
  - B. Exterior of Buildings
  - C. Building Systems
  - D. Commercial/Common Areas (non-residential)
  - E. Residential Buildings and Units
3. You directly inspected/tested the inspectable areas/items and recorded your observations and assessments manually or electronically
4. Your written completed inspection report/output clearly demonstrates #1-3 above

**Note:** inspections of **units** do not qualify as any of the 250+ inspections. An inspection is of a property, not a unit. A property includes (and not limited to) the areas noted above in #2 (Site, Common Buildings, Residential Buildings, Units).