

ARIZONA

Office of Pest Management
Suggestions for Completing the WDIIR Form

A Note To The Wood Destroying Insect Inspection Report (WDIIR) Licensee:

Any additional, subsequent, or supporting information that the inspecting company may attach to the WDIIR, such as; pictorial graphs, photographs, proposals, or advertisements are considered by the Office of Pest Management (OPM) to be addendums to the original report and are not a requirement of the OPM. *All addendums, or additional pages to the original report, must be noted on page (1), section (10).*

The WDIIR inspection, although only visual in nature, represents the accurate conditions of the property, *at the time of the inspection*. Photographs of possible insect/termite damage such as; excessive moisture, inaccessible areas (Crawl Space/Attic Scuttle Holes), grade issues, cellulose debris, previous treatment, uninspected structures, although not required by OPM, are highly recommended and may be useful to the inspecting company at a later date if, or when, a question regarding the inspection would arise. In most cases the OPM will receive a consumer complaint inquiry after the new home buyer has taken possession of the home. Therefore, it is imperative for the inspecting company to ensure that the initial inspection and subsequent WDIIR are completed accurately to avoid possible and needless litigation, or at the very least, involvement by the OPM.

NOTE: The OPM provides the "Suggestions for Completing the WDIIR Form" only as a Basic Reference Guide and by no means will these "suggestions" take the place of, or should be construed as a substitute for, Proper Training, which remains the Sole Responsibility of the Business Licensee and Licensed Qualifying Party.

General Instructions:

- It is highly recommended that all Licensees, who will be completing WDIIR inspections, read and understand the applicable Statute and Rule that will apply to the WDIIR inspection.
- Only an Active Applicator or Qualifying Party Licensee, with the B2 and B8 categories, and at least 5 hours of training, shall complete a WDIIR inspection.
- All writing and notations on the submitted WDIIR should be completed by the same person who completed the inspection. *(The completed WDIIR shall be signed and dated by the Licensee who completed the report.)*
- Both the Original and Supplemental WDIIRs must be in the office of the Business Licensee within (7) days of being completed.

Pertinent Statutes and Rules that apply to WDIIR:

- A.R.S. § 32-2324 (A-C)
- A.R.S. § 32-2321 (B)(1)(10)
- A.A.C. R4-29-303 (A-E)
- A.A.C. R4-29-307 (E)
- A.A.C. R4-29-609 (B)(10)

This statement appears below the Office of Pest Management WDIIR letterhead and is intended specifically for the Purchaser/Agent:

THIS IS NOT A STRUCTURAL DAMAGE, FUNGI/MOLD REPORT, OR A WARRANTY AS TO THE ABSENCE OF WOOD-DESTROYING INSECTS. CONSIDER ASSESSMENT BY A LICENSED STRUCTURAL CONTRACTOR OR FUNGI/MOLD INSPECTOR FOR ANY STRUCTURAL DAMAGE OR FUNGI/MOLD CONCERN.

Date of Inspection:

Must be the date the inspection is completed.

Section 1:

- A. If the VA/HUD/FHA CASE NUMBER is available, then enter it in this box.
- B. The Inspector must mark either Original or Supplemental report. Supplemental reports must be completed within (30) days of the Original report. Only the company providing the Original report shall complete a Supplemental report. (Refer to Section 2. (7) and A.A.C. R4-29-303 (E))
- D. The WDIIR inspector should obtain and affix the WDIIR NUMBER shall be recorded in this box, as referenced in: A.A.C. R4-29-609 (B)(10). The office shall consecutively number the WDIIRs and either
 - a. Maintain the WDIIR's in consecutive order or
 - b. Maintain them in a different order with a list or log of WDIIRs in consecutive order with date of inspection and the heading where the WDIIR is filed. (Such as; by property address, buyers or sellers name, etc...)
- E. Prior to filing the WDIIR, with OPM, a Termite Action Report Form (TARF) Number must be placed here as referenced in:
A.A.C. R4-29-609 (C)(1) when filed with OPM, within (30) days of the inspection date on the report, the number will need to be filled in here by the inspecting company.

Section 2:

Reference: ARS§32-2321 (B)(1)(10) & ARS§32-2324 (A)

The following instructions are for the Active Licensed Applicator or Qualifying Party inspector who will be completing the WDIIR. **READ CAREFULLY.**

Section 3: (OPM allows for this section to be preprinted)

- A. Name of the inspecting company as registered with the OPM
- B. Address of the inspecting company as registered with the OPM
- C. Phone number of the inspecting company as registered with the OPM

Section 4: (OPM allows for this section to be preprinted)

The inspecting company's Business License number must be listed.

Section 5: (Must be Completed)

- A. The inspector must enter the **actual property owner or seller at the time of inspection.**
- B. The inspector must enter **the actual physical address of the property inspected.** There must be one (1) WDIIR completed per property address.
(Note: If there are multiple addresses for a single property, as seen in a multi-family structure, then there will need to be a WDIIR completed for each address. Each WDIIR must be TARF'ed separately. If the property has one address, but has units listed as A or B and/or 1 and 2, only one (1) WDIIR will need to be completed.)

Section 6:

- A. The Inspector should list all inspected structures on the property. The structures may include Well Houses, detached Sheds, Garages, Kennels and other such buildings. All structures should be listed no matter what they are constructed of.
- B. If there are structures on the property that ***will not or cannot be inspected***, they should be listed here. The structures may include Well Houses, detached Sheds, Garages, Kennels and other such buildings. All structures should be listed no matter what they are constructed of. Additionally, the reason why the structures were not inspected must be listed in the Pest Control Inspector's Additional Comments section at the bottom of page (2).

Section 7:

Inaccessible areas, not already noted in Section 2 (2), should be filled in here. List all structures on the property. The structures may also be listed in Section 19 on page (2) and should be notated on the Graph on page (3). (Note: The Inspector may reference Section 2 (2) for the clarity of the Purchaser.)

Section 8: (Note: *More than one box may be marked in this section.* Either the A or B box must always be marked depending on the inspection results)

- A. Box A will need to be marked even if the observed evidence is deemed from past activity such as; tube stains, fecal pellets, termite, or wood boring insect damage. If live termite activity or wings are observed, then the type of activity will need to be noted in the next line. ***Only list what is actually observed and do not infer or opionate on insect activity.*** (Note: Wood destroying insect damage, without insects being observed, is ***not*** datable. Avoid statements which you cannot substantiate.)
- B. Box B will need to be marked if no Wood Destroying Insects, or evidence of Wood Destroying Insects, is observed.
- C. If treatment is provided, according to what the inspector noted in Section 8 (A), then as noted in Section 2 (5), the information will be written here, in Section 10, and in Section 20 on page (2).
- D. ***Only insect damage*** observed at the time of the inspection, even if the property is under warranty, must be listed here. Additionally, the damage must be notated on the Graph and Graph Legend on page 3. ***Insect damage is not limited to termites***, but may also be from carpenter ants, carpenter bees, wood destroying beetles, etc... [This is a representative list only and is not exclusive].

*(Note 1: If the Inspector and/or Inspecting Company believes Dry Rot should be noted, ***do not*** list it here (***Dry Rot is caused by Excessive Moisture***). It should be notated in the Pest Control Inspector's Additional Comments section, at the bottom of page 2.)*

- E. This should be marked even if the treatment is by another Licensee. This information will also need to be noted in Section 20. If the residence is currently under warranty with the inspecting company, then it will need to be noted here and also referred to Section 20.

Section 9:

- A. If the licensee will correct or has corrected the damage, then this box must be marked.

- B. If the licensee will not correct the damage, then this box must be marked.

Section 10:

This section is to be used for additional comments as noted under Section 2 (5), proper control measures, and/or list any addendums or attachments, and any other comments.

Section 11:

This is the *Inspectors statement* section. By signing, the WDIIR Inspector is attesting to items (A) through (E). The WDIIR Inspector is strongly encouraged to **READ ITEMS (A) THROUGH (E) CAREFULLY.**

Section 12:

- A. Only the Inspector who completed the submitted WDIIR inspection shall sign the report.
- B. Only the Inspector who completed the WDIIR shall list his/her License number here.
- C. The date shall reflect the date the WDIIR inspection was completed.

Section 13 and Section 14:

This area should be signed and dated by the Purchaser of the property. *(The OPM highly recommends that the Inspecting Company have the Purchaser, or the "Person" who ordered the report, to sign this area.)*

Top of Page (2) Address Section:

This must contain the seller's name and property address as noted in Section 5. The date must match the page 1, upper right side inspection date.

Status of Property Section:

Mark the pertinent box as to the status of the property at the time of the inspection. *More than one (1) box may be applicable.*

Section 15:

Involves wood that is part of the structure or that is attached to or securely abuts the structure and is in contact with the ground. Examples could be but are not limited to:

- Wood Fences
- Concrete form boards
- Porch structures
- Trellises
- Plantings or planters
- Trees or branches abutting structure

Section 16:

Debris can be raked up into at least 1 cubic ft, or stumps and/or wood imbedded in the footing of the structure and are in contact with the earth or firewood or lumber piled within 6 inches of the structure. Examples could be but are not limited to:

- Dead branches or bark
- Roots growing into the foundation (dead plants)
- Boxes

- Pallets
- Wood entry door to a crawl space

Section 17:

Faulty grades exist if the exterior grade is above or at the interior slab or wood floor level. All faulty grades are based upon exterior grade. Examples could be but are not limited to:

- Slope surface water drains towards or stands next to the foundation
- Interior floor level at or below exterior grade such as basements, sunken rooms, sunken tubs, interior fire pits.
- Wood or stucco siding at or below exterior grade
- Joist in crawl less than 18 inches or crawl support beams less than 12 inches above ground
- Raised planters above exterior grade and against house
(A clear air gap between planters and house allowable to avoid faulty grade)

Section 18:

Excessive moisture exists if there is moisture or evidence of moisture around a structure and/or the ventilation is fewer than two (2) areas to prevent cross ventilation and prevent excessive moisture. **This would include moisture sources, which are currently not moist.** Examples could be but are not limited to:

- Efflorescence (salt deposits from water movement through block or concrete foundations)
- Moss growing on or next to house
- Evidence of excessive moisture from HVAC drains (Heating Ventilation Air Conditioners)
- Water stains
 - Dark stains or discolorations
 - Attics, eaves, rain gutters draining onto siding
 - On surfaces of interior walls, ceilings, plumbing traps
 - Crawl spaces
- Inadequate ventilation
 - Attics-
 - Crawls-
 - Bathrooms-

Section 19:

Other than the items already noted in Section 2 (2), additional inaccessible areas from Section 7 must be noted here and on the Graph and Graph Legend of page 3.

Section 20:

Evidence of previous treatment or concrete patching must be marked both in Section 8 (E) and either By Another Company or By the Inspecting Company must be notated. Additionally, all information regarding the company's treatment, if known, must be listed in the appropriate lines.

Pest Control Inspector's Additional Comments Section:

As noted previously in these "suggestions", this section is utilized for any additional comments the WDIIR Inspector believes pertinent to the inspection and **that the Purchaser may need to be aware of.**

Top of Page (3) Address Section:

This must contain the seller's name and property address, as noted in Section 5. The date must match the page 1 upper right side inspection date.

Graph Section:

Graph.

All structures, whether inspected or uninspected on the property, must be graphed here. If nothing has been observed or notated on the WDHIR during the inspection then graphing is optional, although encouraged by OPM staff. The graph need not be to scale, however a reasonably accurate representation and orientation is recommended by OPM staff.

(Note: If the Inspector or Inspecting Company chooses to use their own graph, then there should be a reference to it written on the Graph, on page 3, and on page 1, in Section 10, as an additional attachment.)

Graph Legend.

This is the legend for the Inspectors notations on the page (3) Graph, or a company's attached Graph. The Inspector must be reasonably accurate in placement of any notations. *(Note: If the Inspector, or Inspecting Company, chooses to use a separate Graph the Inspector will still need to complete the OPM Legend at the bottom of page 3.)*