

ASTHOM5

Prepare and disseminate Home Condition Reports



Overview

This Unit covers the activities undertaken once the inspection is completed i.e. the production and distribution of a complete and comprehensive Home Condition Report in accordance with the prescribed format. The report will detail the construction and condition of the property on the date inspected, defects which are considered to be significant or in need of urgent attention and defects which require further investigation to prevent damage to the fabric of the building or which are a threat to personal safety.

Element 5.1 requires that you analyse all the information you have obtained on the property. You must make realistic and impartial assessments of condition, identify causes and effects of failure or deterioration, and produce a report that conforms to appropriate conventions and standards. You must also specify where further investigation is necessary and explain any limitations that apply to your report. Importantly, you must adopt clear language throughout, using appropriate technical terms only where necessary.

Element 5.2 requires that you use the relevant information technology to produce and file your completed report, inform the sellers or their representatives that the report is finished, and respond to any requests for clarification on aspects of the report. You must also maintain your own internal records in accordance with good practice and statutory requirements.

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Performance criteria

Produce complete and comprehensive Home Condition Reports

You must be able to:

- P1 assemble and collate information from the outcomes of your inspection and from other relevant and reliable sources
- P2 identify causes and effects of failure and deterioration
- P3 prepare a Home Condition Report that is complete, objective and meets relevant codes of practice and standards
- P4 specify condition ratings correctly giving clear reasons and appropriate comments
- P5 provide all other information required by the Home Condition Report
- P6 recommend any **necessary further investigations**
- P7 calculate and state estimated minimum reinstatement costs for insurance purposes
- P8 state clearly if, where and why accurate inspection and measurement has not been possible

Make completed Home Condition Reports available and maintain own records

You must be able to:

- P9 use prescribed technology to produce complete and comprehensive Home Condition Reports
- P10 file Home Condition Reports on the prescribed national database on completion
- P11 inform the sellers or their representatives that the Home Condition Report has been completed and is available to them
- P12 answer questions about the Home Condition Report and provide clarification when required
- P13 maintain internal **records** which are clear, complete and conform to accepted professional and statutory requirements

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Knowledge and understanding

You need to know and understand:

Produce complete and comprehensive Home Condition Reports

- K1 the prescribed format and content of a Home Condition Report
- K2 the types and sources of information required to produce a Home Condition Report
- K3 defects where it is necessary to recommend further investigation
- K4 how to calculate reinstatement costs for insurance purposes
- K5 the differences between reinstatement costs and market value
- K6 provide all other information required by the Home Condition Report
- K7 the reasons why it is necessary and important to indicate if, where and why accurate inspection and measurement has not been possible
- K8 the importance of using plain language, and appropriate terms, where free text is allowed, throughout the report
- K9 the importance of checking the report to ensure it is clear and complete

Make completed Home Condition Reports available and maintain own records

You need to know and understand:

- K10 the relevant technology applications for the production and filing of completed Home Condition Reports
- K11 the importance of informing sellers or their representatives when the Home Condition Report is completed
- K12 how to respond to questions and requests for clarification from the sellers or their representatives
- K13 the limitations on answers to questions which it is permitted to provide to the sellers or their representatives and prospective buyers or their representatives
- K14 the reasons for, and methods for, maintaining your own internal records in a clear, complete and acceptable manner
- K15 the minimum period of time for which you must retain inspection records

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Additional Information

Scope/range related to performance criteria

Produce complete and comprehensive Home Condition Reports

1. recommend **necessary further investigations** due to:
 - 1.1 susceptibility to damage
 - 1.2 suspected concealed defects
 - 1.3 environmental and safety requirements
 - 1.4 need to inhibit deterioration

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2. maintain **records** that are either:
 - 2.1. paper-based
 - 2.2. electronic

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Developed by Asset Skills

Version number 1

Date approved September 2003

Indicative review date September 2005

Validity Current

Status Original

Originating organisation Asset Skills

Original URN HOM5

Relevant occupations Professional Occupations; Construction, planning and the built environment; Building and construction; Architects, Town Planners and Surveyors

Suite Home Inspectors

Key words Production of Home Condition Reports, maintaining records, property conditions, defects,