

UPFRO ASSOCIATES, INC

INSPECTORS GUIDELINE

Date: 1/23/04

Account: NJIUA - NJ Ins. Underwriting **Account #** 399 & 398 Rushes
Assoc.

Pre-notification: None **State:** NJ

Standard Report Format: Client Form

Replacement Format: None – No diagram

Photos: Interior Reports **No Photos are included in the base cost of the inspection prices below.**
 Photos are not taken on completed interior reports unless there are major fire hazards, unreported losses damage, or other major concern.

Photos Exterior Reports (Appt attempted and not made: Documentation of attempts required) Or App not kept **No Photos are included in the base cost of the inspection prices below**
 Take one exterior photo of the risk. Additional photo of major fire concern, a breach in security of a vacant risk, or serious physical damage to the building.

RE-open for interior When request says “interior only”, do not go back to the risk without an appt.
IF THE INTERIOR IS DONE, COMPLETE THE ENTIRE REPORT FORM.

Special Attention Document appointment attempts on all. Additional photo(s) of major fire concern, a breach in security of a vacant risk, or serious physical damage to the building.

Special Attention –398 Rush Secured to Standards Rush reports under this account number handle as above on Rush basis

If the property is “vacant or unoccupied” it needs to be secured properly. This means all openings (including: basement windows, grade level doors and windows and upper level doors and windows - accessible by stairways) must be boarded with ½ inch plywood from the outside of the dwelling. If not completely boarded, explain where it is not boarded properly!

<u>Description</u>	<u>Billing & Form Codes</u>
Interior	399
Interior RUSH	398
Re-Open Interior only	399
Re-Open Interior only -RUSH	398
Exterior–appt attempted unsuccessful	399
Exterior RUSH	398
Re-Open Interior only –Appt unsuccessful	399
Re-Open Interior only (RUSH) –Appt unsuccessful	398
<u>Standard Riders/ Extras - All Zones</u>	
None	
Photo(s) (None included with fees above)	P
Location	L

This Account Guideline of standard services and procedures as required or otherwise negotiated by the Account (indicated above) and UPFRO Associates, Inc., unless otherwise indicated on a specific work order or request form. This Account Guideline has been formatted to indicate the services that would be needed by you the inspector. The fees indicated, unless otherwise negotiated, are considered agreed upon when you accept any work order or request for this account. As an Independent Contractor, your acceptance of any work order or request will be considered negotiated acceptance of the conditions, procedures, and fees in this Account Overlay unless specifically stated otherwise or agreed upon under a separate cover prior to your acceptance of the request. You retain the right to refuse and return and work order or request in a timely manner or to contact UPFRO Associates, Inc. directly for consideration.
 acr4b7.tmp last updated on April 22, 2008