

# We create unmatched business tools and provide comprehensive support to empower our customers success

Help US- Help YOU

We are excited to be working with you. In order for us to get your ISN customized and setup as quickly as possible, we are requesting the following information be filled out and returned to us at <u>training@inspectionsupport.net</u>. Please do the best you can with filling out this document. If you have questions or need to speak to us please send a request to <u>training@inspectionsupport.net</u>.

Shortly after receiving your information form, we will contact you to arrange a training time. At the end of this document, you can let us know if there is a certain day/time that you would prefer for training. (Trainings are conducted Monday - Friday 8:30 a.m. Eastern Time Zone and our last training start time is 6:00 Eastern Time Zone). This documentation should be returned 5 days before your requested training time.

# **ISN PROFILE**

# **INSPECTION AGREEMENT ~**

Do you require an agreement(s) / contract(s) to be signed by your client? \_\_\_\_ Yes \_\_\_\_

No If yes, please email all of your agreements / contracts into: help@inspectionsupport.net

Please list agreement(s) that you will be sending in below.

1.

2.

3.

э.

4.

How long have you been in business? Or, when do you plan to open your business?

# Services

Tell us about your company. What types of services do you perform and how do you price them?

Please List the stand-alone services that you provide we will add pricing later.

Please List the Ancillary services that you provide. Additionally, please indicate if you also perform it as a stand alone service and indicate prices.

Service	Price w/ Inspection	Performed as Stand Alone? Yes/No?	Price w/o Inspection

# Foundation Types-

What types of foundations do you have in your

area?

Foundation

Additional Charge?

Crawl Space	
Basement	
Slab	
Unfinished Basement	
Finished Basement	

# **Square Footage**

You have two options when it comes to using Square Footage. IMPORTANT: If you do not provide documentation showing your square footage ranges, we cannot build it into your ISN for you with your other pricing.

Option 1: Do you price by Square Foot Groups?

Example 0000-1000 = \$300.00 or 1001-1500 = \$350.00. If so, please **ATTACH** a list of your pricing square footage ranges for each inspection type to this paperwork

Option 2: Do you have a price per Square Ft. Charge?

Example: .15 per square footage

Example: .15 per square footage over 3000 Square Ft.

If so, please ATTACH your pricing per square footage for each inspection type (if variable)

Age Do you charge extra dependent on the age of the home?

\$20.00

Age Range to charge 20 years

50 years

# Zip Code

Do you charge extra dependent on the zip code the home is in? Please provide a list of **Postal Zip Codes** that you service as well as the fees you want to assign to each set of zip codes.

ie. \$20.00 (\$)	For: 13569,56985 (Zip Codes)		

	Sales Price					
Ι	Do you charge extra dependent on the sales price of the home?					
ie: \$200.00	\$250000.00	\$350000.00				
Amount Charged	Range in price to charge					

## SERVICE AREAS

Do your team members / inspectors work in designated areas? How are those areas designated? Zip Code Cities States Other

# PAYMENT METHOD

Do you accept payment at closing? \_\_\_\_Yes \_\_\_\_No Additional charge? \$\_\_\_\_\_

- Thinking of collecting payments through ISN? Check out these help articles
  - <u>Preferred Credit Card Processor</u>
  - Supported Credit Card Vendors

# **User Information:**

Tell us who will have access to your ISN and what their job title is.							
*special	*special note. IF you do radon testing please include Radon as a role for anyone that picks up or drops off.						
Name	Name Email Role Home Address Cell Phone						
L							

# CHECK THIS BOX... TO ACKNOWLEDGE THAT YOU ARE RESPONSIBLE FOR CONFIRMING USER PERMISSIONS OF OTHER ADMIN PROFILES AFTER TRAINING

## **Inspection Report Writing Software**

What report writing software do you currently use?

## **Call Center**

Do you have a call center? If yes, what call center?

Or, Will you be moving to a call center soon?

#### Training

Trainings are conducted Monday - Friday 8:30 a.m. Eastern Time Zone and our last training start time is 6:00 Eastern Time Zone

When would you like us to schedule your training? Provide us with two options with date and time. We will do our best to schedule you at your desired time.

Option 1

Option 2

Keep in mind we must have this information back 5 days prior to your training date. Your training will be about 2 hours long. \*Please keep in mind your training time should be a time when you are not going to be responsible for answering phones or any other job duties. Double check to make sure you have filled in everything above and you have forwarded or attached your logo, your agreements, sq ft pricing and any additional attachments we may need.

# We are looking forward to working with you and helping you get up and running quickly!

# If you are interested in utilizing our Online Scheduler or the Real Estate Dashboard Please feel out the information below.

**SCHEDULING TIMES** (EXAMPLE: start times - 9am & 2pm, or 8am, 12pm, 4pm, etc.) What times do you normally like to perform your inspections. Fill out one line per inspector below.

Name	Monday	Tuesday	Wed	Thu	Fri	Sat	Sun