

SECTION: Termite Administration

SUBJECT: 1145 Policy &amp; Procedure

**P & P No.:** 804**Section:** Termite Administration**Subject:** 1145 Policy & Procedures**Approved By:** Eddie Faircloth**Effective Date:** May 27, 1997**Last Reviewed Date:****Policy Owner:**

The practice of performing Wood-Destroying Organism Inspections for the purpose of Real Estate Transfer is regulated by Florida State Law. The Florida Statutes, Chapter 482.226 provides very strict requirements for inspecting; and for completing Form 1145. In order to comply with this law, Massey Services, Inc. has adopted the following policies for performing and reporting Wood Destroying Organism Inspections for the purposes of Real Estate Transfer:

**Inspector Qualifications:**

1. No Massey employee, other than a member of Management or Company Certified WDO Inspector, will be authorized to perform Wood-Destroying Organism Inspections for the purpose of Real Estate Transfer. These individuals must have completed the following training prior to performing any 1145 Inspection:
  - o Termite Protection Training Program. (Certificate Issued)
  - o Thoroughly read and understand the Policy and Procedure on performing Wood-Destroying Organism Inspections for the purpose of Real Estate transfer.
  - o Completed the Company Certified WDO Training Program**AND**
2. At the completion of the training shown above, the Certified Operator in charge will issue the Massey employee a copy of DACS Form 1507, "Special Training to Perform Wood-Destroying Organism Inspections and Control" affidavit. The original DACS form 1507 is forwarded to the DACS Office of Entomology in Jacksonville, Florida, and a copy will be placed in the employee's verifiable instruction file in the Service Center. At this point, when training is complete, the employee may perform real estate transfer inspections. The employee must keep a copy of DACS Form 1507 on his/her person at all times until Wood Destroying Organism I.D. card is received. An I.D. card will be issued later by DACS authorizing inspections in accordance with Sections 482.091 (1 & 6) and 482.226, Florida Statutes. (See copy of DACS form 1507) This WDO I.D. must be applied for annually with other I.D. cards and license renewal.

**General Information:**

Chapter 482.226 FS

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## Chapter 5E-14.142 (2) (c) FS

1. Whenever an inspection for wood-destroying organisms is made for purposes of real estate transfer a written report using DACS Form 1145 is required. NEVER GIVE A VERBAL REPORT TO ANYONE! NEVER GIVE A WRITTEN REPORT ON ANY WOOD DESTROYING ORGANISM, EXCEPT USING A CORRECTLY COMPLETED 1145, WITHOUT CONSULTING WITH YOUR REGIONAL MANAGER OR QUALITY ASSURANCE. The form 1145 is the only form that can be used for this report.  
All 1145 (WDO) reports (inspections) must be performed with the objective in mind of finding and reporting damage(s) and wood destroying organisms.
2. The inspector must inspect for all wood-destroying organisms as defined in Chapter 482.021 (26) F.S. This includes the following: wood-decay fungi, termites, powder post beetles, and old house borers. This report does not include carpenter ants as a wood destroying organism.
3. A copy of the DACS Form 1145 shall be retained by the Massey Service Center for not less than three (3) years - FS 482.226 (1).
4. When a Wood-Destroying Organisms Inspection Report is issued on Form 1145, a notice of inspection shall be posted on the inspected property. The location of the inspection notice is shown on line 7 of the 1145 report.
5. The DACS Form 1145 report is not required to be guaranteed by Massey nor is it required to be good for any set period of time. However, it is required that the report accurately reflect the condition of the property relative to wood-destroying organisms at the time the inspection was performed.
6. The party requesting the inspection must be provided a copy of the DACS Form 1145 report.
7. A Graph **must** be prepared on every property inspected, All infestation(s) and damage location(s) are to be indicated on the graph. The graph is attached to the Service Center copy of Form 1145 and not given to any person. The graph is for Massey's use only, and is to be kept in the Service Center.
8. The Massey Service Center General Manager and/or Certified Operator in charge is the only person(s) authorized to approve the DACS 1145 Form as the licensee. Regardless, every 1145 issued must be signed by the General Manager.

**COMPLETING DACS FORM 1145**

- Top Section
  1. Licensee Name: Business Name as registered with DACS.
  2. License Number: Pest Control Business License number.
  3. Licensee Address: Licensed Business Location Address.
  4. Inspector: Name of the individual who performed the inspection.
  5. Inspection Date: Actual date the inspection was performed.
  6. FHA/VA Case No.: Assigned case number, if any.
  7. Requested By: Name and address of person or business requesting the inspection to be performed.

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8. Property Inspected: Physical location address of the property where the inspection was performed.

9. Specific Structures Inspected: Report only those structure(s) that were inspected at the address indicated.

Example: House and detached garage.

10. Structures on Property **NOT** Inspected: Report the type structure(s) (if any) you did not inspect which would have been part of the total structures located at the inspection address.

Example: Frame Utility Building at Rear of Property, Pumphouse.

11. Areas of Structure(s) **NOT** Inspected: This item refers to the structure that was inspected but for various reasons a particular area of the structure could not be inspected due to inaccessibility or otherwise.

Example: Laundry Room in Garage is locked cannot inspect.

All structures have areas that cannot be inspected.

Example: Wall to wall carpeting over flooring prevents the inspection of the flooring from the topside, the ceiling joists and floor of the attic are generally covered with insulation. Therefore, these areas cannot be adequately inspected. This type exclusion and others must be indicated on **all 1145 reports**.

The inspector is not required to move work benches, boxes, clutter in closets, etc. in order to make the inspection. If this was a reason for not inspecting the area, you must note this is why an area was not inspected

List all areas not inspected on the 1145 report. (See Sample Report)

12. Reason **NOT** Inspected: Refer back to item #11 and state why you were unable to inspect a particular area of the structure.

Example: Room Locked, key unavailable. Insulation covering attic flooring and joists. Wall to wall carpeting over flooring. Storage against the wall, etc.

### **SCOPE OF INSPECTION" SECTION**

"Wood-destroying organism" means arthropod or plant life which damages and can reinfest seasoned wood in a structure, namely termites, powder post beetles, oldhouse borers, and wood destroying fungi.

**THIS REPORT IS MADE ON THE BASIS OF WHAT WAS VISIBLE AND ACCESSIBLE AT THE TIME OF INSPECTION** and is not an opinion covering areas such as, but not necessarily limited to, those that are enclosed or inaccessible, areas concealed by wall coverings, floor coverings, furniture, equipment, stored articles, or any portion of the structure in which inspection would necessitate removing or defacing any part of the structure.

**THIS IS NOT A STRUCTURAL DAMAGE REPORT.** A wood destroying organisms inspector is not ordinarily a construction or building trade expert and therefore is not expected to possess any special qualifications which would enable him to attest to the structural soundness of the property.

**IF VISIBLE DAMAGE OR OTHER EVIDENCE IS NOTED IN THIS REPORT (ITEM NUMBER (3) OF THIS REPORT). FURTHER INVESTIGATION BY QUALIFIED EXPERTS OF THE**

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**BUILDING TRADE SHOULD BE MADE TO DETERMINE THE STRUCTURAL SOUNDNESS OF THE PROPERTY.**

You will notice we have, with the permission of DACS, added in red this statement in the comments section; "A "yes" answer to any question (1 through 6) indicates the purchaser should seek a further inspection by a qualified expert in the building trade to determine structural damage and/or soundness". This makes it absolutely necessary that you use only these forms for 1145 reports. No longer can you make copies and use them for these reports. Please make sure that everyone in your Service Center who will be working with these reports are aware of this.

**THIS REPORT SHALL NOT BE CONSTRUED TO CONSTITUTE A GUARANTEE OF THE ABSENCE OF WOOD-DESTROYING ORGANISMS OR DAMAGE OR OTHER EVIDENCE**

**"REPORT OF FINDINGS" SECTION**

1. **Visible Evidence of Wood-Destroying Organisms Observed:** This item is for reporting evidence of wood-destroying organisms which does not qualify as damage or as a live organism.

Examples:

- o Subterranean termite wings, location: family room floor in front of sliding glass doors.
- o Drywood termite pellets, location: kitchen cabinet above sink.
- o Powder post beetle frass, location: floor joists at east end of substructure near access way.

2. **Live Wood-Destroying Organisms Observed:** The actual live organism itself must be seen by the inspector in order to mark yes on this item.

Example: Subterranean termites, location: tub trap area in hallway bathroom.

3. **Visible Damage Observed:** Any and all wood-destroying organism damage should be reported. Whether extensive or minor, it is damage. It is not required to report the degree of damage but you are expected to report all damage observed in the visible accessible areas of the structure. If a damaged area appears insignificant, it is better to report it than to overlook it. Any workings within a structural wood member by a wood-destroying organism would create a certain degree of damage, e.g. powder post beetle emergence holes, termite galleries, wood decay, etc.

Example:

- o Powder post beetles, location: floor joists at north end of house under master bedroom.
- o Wood-decaying fungi, location: subflooring underneath master bedroom bathroom.

Location of damage and other reportable evidence should be adequately described in sufficient detail so that the average person reading the report is able to readily understand where the area of damage is, and if so desired, personally locate and observe the reported conditions.

4. **Visible Evidence of Previous Treatment Was Observed:** Any signs of a past wood-destroying organism treatment or partial treatment is to be reported.

Examples:

- o Refilled drill holes were observed in the foundation blocks indication that a subterranean termite treatment has been performed.

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- Treatment notice in attic indication that a fumigation was performed on June 6, 1984.
- 5. **This Company Has Treated The Structure(s) at Time of Inspection:** If any treatment for Wood-Destroying Organisms is performed at or about the same time the inspection is performed, then it must be indicated in this item by stating what organism was treated for, and the pesticide that was used. Additionally, a copy of the wood-destroying organism contract covering the treatment that was performed must be attached to the inspection report.
- 6. **This Company Has Treated The Structure(s):** If Massey has performed a wood-destroying organism treatment to the structure being inspected at some time other than at the time of inspection (Item No. 5) and the account has been cancelled, you are not required to do extensive research to find the treatment history. If the account is active or the information is readily available, indicate the date of treatment, common name of organisms, and common name of pesticide. If the account is active in our files, the file copy of the graph and the 1145 report should be reconciled as to damage and infestation. A copy of the contract **IS NOT** required to be attached to the 1145 report.
- 7. **A Notice of This Inspection and/or Treatment Has Been Affixed to the Structure(s):** Chapter 482 F.S. directs that whenever a wood-destroying organism inspection is made for purposes of issuing a 1145 report and/or whenever a treatment or retreatment is performed for wood-destroying organisms, the licensee shall post notice of such inspection or treatment immediately adjacent to the access to the attic or crawl space or other readily accessible area of the property inspected. At Massey we recommend the notice be affixed to the water heater as a matter of standard practice; and, so noted on all contracts and/or 1145 reports. In all cases where a DACS Form 1145 is being issued, a notice of inspection must be posted on the structure being inspected. The location of this notice(s) must be reported on line 7 of the 1145 form.

## COMMENTS

The purpose of the comments area is to allow for reporting additional information that may be necessary for better explanation or clarification of any of the items (1 through 7) within the "Report of Findings" Section.

If additional space is needed in documenting a particular item, the reverse side of the form can be used or attach an additional sheet. If further reporting is done other than on the face of the form, it must be noted in the same manner as in the "Report of Findings" Section.

It must be also be identified in the comments section (See additional comments on back; see attached additional comments, etc.)

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The following statement appears near the bottom of the 1145 Form: "Neither the licensee nor the inspector has any financial interest in the property inspected or is associated in any way in the transaction with any party to the transaction other than for inspection purposes."

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Chapter 482 F.S. requires that this statement appear on the form. This precludes the issuance of a Wood-Destroying Organisms Inspection Report on any property in which the inspector or the licensee (to whom the pest control business license is issued) has any financial or business interest in the property or with any party to the transaction of the property. Any association with the property or parties to the transaction of the property should be strictly for inspection purposes only.

The final portion of the DACS Form 1145 provides space in which to indicate additional parties to whom the completed report should be sent. This portion also provides for the signature of the licensee along with the date that the signature was affixed. **(Only the Massey Service Center General Manager and/or Certified Operator is authorized to approve the 1145 Inspection Report.)**

**INSPECTION REPORT CHARGES:****Residential Structures****Non-Customers:**

Minimum charge of \$125 or .04¢ per square foot floor space, whichever is greater.

**Customers:**

No charge to termite customers (drywood or subterranean) only if renewal is paid up to date.  
(Must be posted to Customer's account)

Minimum charge of \$75 or .03¢ per square foot total floor space, whichever is greater, for other customers. (Pest Prevention, Lawn, etc.)

**Commercial Structures****Non-Customers::**

Minimum charge of \$200 or .02¢ per square foot total floor space, whichever is greater.

**Customers::**

No charge to termite customers (Drywood or Subterranean) only if renewal is paid up to date.  
(Must be posted to Customer's account)

Minimum charge of \$125 1½¢ per square foot total floor space for commercial pest control or lawn customers for an 1145 inspection report.

**ADMINISTRATIVE PROCEDURE IS DETAILED IN THE FOLLOWING STEPS FOR REAL ESTATE INSPECTION (1145)**

1. Make an inspection and complete a graph on the subject property. According to instructions on page 1 to page 6.
2. Complete all the proper paperwork. (Form 1145, graph, and inspections sticker.) (Exhibits 6,7,and 8, See Below)

Prepare the **Service Center copy** of the completed 1145 file as follows:

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1. The following:
  - o Completed, handwritten 1145
  - o Completed, typed 1145
  - o Graph (two copies)
  - o Second and third copy of statement (for use if necessary)
  - o Red file folder
2. Upon completion of 1145 - WDO inspection, the complete paperwork (Form 1145 and graph) must be typed and given to the General Manager to review and sign before being delivered/mailed to agent ordering inspection. Place red file folder in **1145 NOT PAID** section of the file cabinet.
3. Assure that original copy of statement is attached to the 1145.
4. Upon receipt of payment, remove file folder from **1145 COMPLETED NOT PAID** section and assign to the Sales Manager to ensure that the sale is entered on the Inspector's DSAR and sales recap.
5. If the charge for the 1145 is being handled in the price of a job, the cost of the 1145 must be broken out separately (and posted in the computer separately) from the cost of the job and handled as noted in paragraph "H". This will establish that in fact an 1145 WDO Inspection was done and charged/paid on the property.
6. Sales Manager returns file, along with other contracts reported as sales to Administrative Clerk preparing the DOR.
7. Enter number and dollar amount of the sale on the:
  - o DOR (as sale and production)
  - o Sales Backlog Report
  - o Termite Commission Report
  - o Termite Daily Production Report
8. Enter the amount in the computer as a "One Time Service"
  - o Post charge (Type 4/S, change description to read "WDO Inspection")
  - o Post Payment
9. Print hard copy of account from computer and place in red file folder.
10. Enter New Owner/Buyers name from 1145 in Lead Log binder on WDO page under name of assigned Sales Inspector in order to assure follow-up. Sales Inspectors must follow-up, Immediately, with New Owner for Massey's Pest Prevention Program and Lawn Care proposals/sales. Use Preferred Customer Discount as closing incentive. Follow-up is required until lead is sold or lost. Transfer these leads monthly to insure this follow-up.
11. File customer account folder (red) in separate file drawer labeled WDO Inspections in alphabetical/January - December sequence in appropriate month of inspection. Retain files for one year, then file in cancelled termite files, 1145 Section. Remember, by state law, we must retain these inspections for three years.
12. No charge 1145's are posted to the customer's account in category "U" of type 4.

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