

AGENTS GUIDE TO AN "ACTION LIST"

This Action List tool makes it quick and easy to create a list of items for the seller to address. We send you an email with a link to open the Action List screen online, shown below. You can select the items you want and publish the PDF to email to the seller.

We hope this makes your life a little easier.

Here's how it works:

1. Click the link in the email to open this screen online.

ACTION LIST - 443 MADISON COURT, CHICAGO

INSPECTED ON SUNDAY, JULY 9, 2017

You are now drafting Action List version 1

Courtesy of HORIZON Inspections

This tool lets you build your list quickly from the recommendations in the report.

1. **Select** items to add to list.
2. Edit text - add, remove or edit anything.
3. Select an Action and \$ amount (optional).
4. **Preview** any time. Publish to PDF when finished

FROM THE REPORT SUMMARYSelect

Item A) [What the report said](#)

Structure • Floors

Condition: Joists • Notches or holes

Implications: • Weakened structure

Location: West

What you want to say (edit below) ↓

Click the checkbox to select this item for inclusion in your final document and then edit your notes on the subject here.

Images: 2 total available





Joist notching and drilling

notches in top or bottom of joist to be maximum of 1/3 joist depth and are not allowed on the inside edge of the span (ISA)

joist notching not allowed at the top of the joist in Canada

Box framing

maximum hole diameter: 1/3 joist depth (ISA), 1/4 joist depth (CAN)

maximum notch depth at end of span: 1/4 joist depth (ISA), 1/2 joist depth (CAN)

maximum: 1/2 joist width (ISA)

Action Cost \$ PREVIEW

FROM THE REPORT SUMMARYSelect

Item B) [What the report said](#)

Electrical • Service box, grounding and panel

Condition: Distribution panel • Rust or water in panel

Implications: • Electric shock • Fire hazard

Location: North Basement

2. Select items you want from the report. (Summary items appear first.)

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This item is from Summary

Check box to select

FROM THE REPORT SUMMARY

Item A) [What the report said](#)

Structure • Floors

Condition: Joists • Notches or holes

Implications: • Weakened structure

Location: West

What you want to say (edit below) ↓

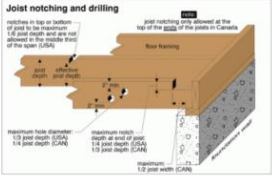

Structure • Floors
Condition: Joists • Notches or holes
Location: West

Action

Cost \$

Item 1

Images: 2 total available (click image to include in your document) ↓



PREVIEW

FROM THE REPORT SUMMARY

Item B) [What the report said](#)

Electrical • Service box, grounding and panel

Condition: Distribution panel • Rust or water in panel

Implications: • Electric shock • Fire hazard

Location: North Basement

Select

3. If you want, you can -
 - a. Edit the text
 - b. Add photos
 - c. Choose an Action
 - d. Add a Cost

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3. Select an Action and \$ amount (optional).
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FROM THE REPORT SUMMARY

Item A) [What the report said](#)

Structure • Floors

Condition: Joists • Notches or holes

Implications: • Weakened structure

Location: West

What you want to say (edit below) ↓

Structure • Floors

Condition: Joists • Notches or holes

Location: West

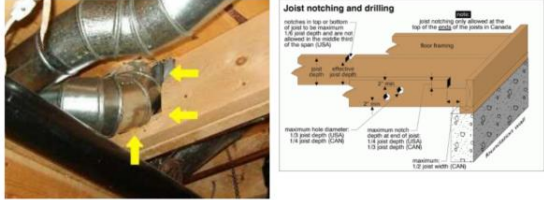
I can remove text, change text or add text here.

Item 1

1. Click to add photos (optional)

2. Edit text (optional)

Images: 2 total available (click image to include in your document) ↓



Action

- Repair
- Replace
- \$ Allowance

Cost \$


PREVIEW

3. Click to select from dropdown list or type anything.

4. Add a cost (optional)

Images: 2 total available


Click the checkbox to select this item for inclusion in your final document and then edit your notes on the subject here.



4. Go through the rest of the items, adding any you want.
5. **Preview** any time and **Publish** to PDF when ready.

Item T) [What the report said](#) Select
 Interior • Floors
 Condition: Wood/laminate floors • Stained
 Implications: • Chance of water damage to contents, finishes and/or structure
 Location: North First Floor Family Room


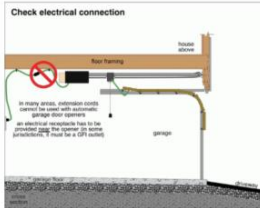
What you want to say (edit below) ↓
 Click the checkbox to select this item for inclusion in your final document and then edit your notes on the subject here.

Images: 

Action Cost \$ PREVIEW

Item U) [What the report said](#) Select
 Interior • Garage
 Condition: Vehicle door operators • Extension cord for opener
 Implications: • Electric shock
 Location: Garage

What you want to say (edit below) ↓
 Click the checkbox to select this item for inclusion in your final document and then edit your notes on the subject here.

Images: 2 total available  

Action Cost \$ PREVIEW

When satisfied with your Previews, click here to PUBLISH

(After publishing, you can make changes and click PUBLISH again to create Version 2, 3 etc. of the PDF)

6. Send PDF to seller!

You can revise the list and **Publish** new versions if needed. (All versions are saved for you.)

END