



8980 Perry Highway  
Pittsburgh, PA 15237  
412-367-5860  
FAX 412-367-5869  
inbox@westpenmls.com

# NEW HOME INSPECTOR OR HOME INSPECTOR STATUS CHANGE

(To be completed by the Office)

Rev. 6/2021

**\*\***This is the only form that will be accepted for Home Inspector additions/changes within WPML. **\*\***

Company Name: \_\_\_\_\_

WPML Office ID# for Home Inspector Affiliation: \_\_\_\_\_

Home Inspector Name\*: \_\_\_\_\_

\*As it appears on his/her Certified Home Inspector certificate

Home Inspector WPML ID# (if already assigned): \_\_\_\_\_

Home Inspector Email Address: \_\_\_\_\_  
MANDATORY

Please place a check in the box next to ONE appropriate action to be taken:

**NEW HOME INSPECTOR BEING ADDED TO ROSTER\*\*** Effective date: \_\_\_\_\_  
(The home inspector has never had a WPML home inspector ID#.)

\*\*A copy of the new Home Inspector's **Certified Home Inspector certificate**, along with the completed **New or Reactivating Home Inspector Information** form (attached) must accompany this form.

**HOME INSPECTOR TRANSFERRING INTO THE OFFICE NAMED ABOVE**  
Effective date: \_\_\_\_\_

**HOME INSPECTOR REACTIVATING#** Effective date: \_\_\_\_\_  
#The completed **New or Reactivating Home Inspector Information** form (attached) must be submitted with this form.

**HOME INSPECTOR BEING REMOVED FROM ROSTER** Effective date: \_\_\_\_\_

**SUPRA KEY RETURN/CANCELLATION** – The Home Inspector is responsible for cancelling his/her Supra eKEY® with WPML by sending an email to [inbox@westpenmls.com](mailto:inbox@westpenmls.com).

**OFFICE ADMINISTRATOR TO CONTACT WITH QUESTIONS (Please print or type.):**

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Name of Owner or Office Manager (Please print or type.):  
\_\_\_\_\_

Signature of Owner or Office Manager:  
\_\_\_\_\_

Email to [inbox@westpenmls.com](mailto:inbox@westpenmls.com) or Fax to 412-367-5869.

*This form can be found on the homepage of [www.westpenmls.com](http://www.westpenmls.com).*



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# NEW OR REACTIVATING HOME INSPECTOR INFORMATION \*

Rev. 6/2021

Effective Date: \_\_\_\_\_

\*Complete and submit this form (see email address or fax number above) with the following:

- New Home Inspector or Home Inspector Status Change form** (completed by the Office)
- Copy of the Home Inspector's Certified Home Inspector certificate**
- Copy of the company's E&O (Errors and Omissions) Policy with the Home Inspector named on the policy.** (No blanket policies will be accepted.)

**\*\*If the Home Inspector would like to obtain a lockbox key, he/she should email the West Penn Multi-List office at [inbox@westpenmls.com](mailto:inbox@westpenmls.com) and request a Supra eKEY® application.\*\***

Please PRINT CLEARLY, and provide the following information:

Name: \_\_\_\_\_

Home Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_  
(NOT the office phone #)

Email Address: \_\_\_\_\_  
MANDATORY

Company Name: \_\_\_\_\_

WPML Office ID# for Home Inspector Affiliation: \_\_\_\_\_

**Have you ever been a Home Inspector in the West Penn Multi-List?**

YES \_\_\_\_\_ NO \_\_\_\_\_

.....  
**FOR WPML OFFICE USE ONLY**

Office I.D. # \_\_\_\_\_

Home Inspector I.D. # \_\_\_\_\_ Supra and Matrix were searched for possible duplication.  
Initials: \_\_\_\_\_ Date: \_\_\_\_\_

***This form can be found on the homepage of [www.westpenmls.com](http://www.westpenmls.com).***