

NEW HOME INSPECTOR OR HOME INSPECTOR STATUS CHANGE

(To be completed by the Office)

Rev. 12/2019

****** 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): _____

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 returning his/her Supra XpressKEY™ or cancelling his/her Supra eKEY® with WPML.

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@westpenmils.com or Fax to 412-367-5869.

This form can be found on the homepage of www.westpenmils.com.

NEW OR REACTIVATING HOME INSPECTOR INFORMATION *

Rev. 12/2019

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 call the West Penn Multi-List office to make an appointment.****

Please PRINT CLEARLY, and provide the following information:

Name: _____

Home Street Address: _____

City/State/Zip: _____

Primary Phone #: _____
(NOT the office phone #)

E-Mail Address: _____

Office Name: _____

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.***