

# Arizona Department of Agriculture

## Pest Management Division

### Guidance for Completing the WDIIR Form

#### A Note to the Wood Destroying Insect Inspection Report (WDIIR)

##### Licensee:

Any additional, subsequent, or supporting information that the inspecting company may attach to the WDIIR, such as; pictorial graphs, photographs, proposals, or advertisements are considered by the Pest Management Division (PMD) to be addendums to the original report and are not a requirement of the PMD. *All addendums, or additional pages to the original report, must be noted on page (1), section (10).*

The WDIIR inspection, although only visual in nature, represents the accurate conditions of the property, at the time of the inspection. Although not required by PMD, photographs of possible insect/termite damage, excessive moisture, inaccessible areas (Crawl Space/Attic Scuttle Holes), grade issues, cellulose debris, previous treatment, uninspected structures, , are highly recommended and may be useful to the inspecting company at a later date if, or when, a question regarding the inspection would arise. In most cases the PMD will receive a consumer complaint inquiry after the new home buyer has taken possession of the home. Therefore, it is imperative for the inspecting company to ensure that the initial inspection and subsequent WDIIR are completed accurately to avoid possible and needless litigation, or at the very least, involvement by the PMD.

*NOTE: The PMD provides the "Guidance for Completing the WDIIR Form" only as a Basic Reference Guide and by no means will this "guidance" take the place of, or should be construed as a substitute for, Proper Training, which remains the Sole Responsibility of the Business Licensee and Qualifying Party.*

##### General Instructions:

- It is highly recommended that all Licensees, who will be completing WDIIR inspections, read and understand the applicable Statute and Rule that apply to the WDIIR inspections.
- Only a **Certified Applicator** with either the **Category 2a** or **2b** category shall complete a WDIIR inspection.
- The business licensee must document 5 hours of in-house training prior to a **Certified Applicator** performing WDIIR inspections. The instruction requirement does not apply to a Certified Qualified Applicator.
- All writing and notations on the submitted WDIIR must be completed by the same person who completed the inspection. *(The completed WDIIR shall be signed and dated by the licensed applicator who completed the report.)*

- Both an Original and Supplemental WDIIR must be in the Business Licensee's office within (7) days of being completed.
- No WDIIR shall be completed by anyone who owns or occupies the property.

**Pertinent Statutes and Rules that apply to WDIIR:**

- A.R.S. § 3-3603 (A) (13)
- A.R.S. § 3-3624 (B) (10 & 15)
- A.R.S. § 3-3633 (A-E)
- A.A.C. R3-8-101 "Supplemental wood-destroying insect inspection"  
"WDIIR"  
"Wood-destroying insect inspection"
- A.A.C. R3-8-307
- A.A.C. R3-8-501 (E)
- A.A.C. R3-8-503 (B) (9) & (C)

**This statement appears below the Pest Management Division WDIIR letterhead and is intended specifically for the Purchaser/Agent:**

**THIS IS NOT A STRUCTURAL DAMAGE, FUNGI/MOLD REPORT, OR A WARRANTY AS TO THE ABSENCE OF WOOD-DESTROYING INSECTS. CONSIDER ASSESSMENT BY A LICENSED STRUCTURAL CONTRACTOR OR FUNGI/MOLD INSPECTOR FOR ANY STRUCTURAL DAMAGE OR FUNGI/MOLD CONCERN.**

**Date of Inspection:**

The date the inspection is completed.

**Section 1:**

A. If the VA/HUD/FHA CASE NUMBER is available, then enter it in this box.

B. The Inspector must mark either Original or Supplemental report. "Supplemental wood-destroying insect inspection" means a re-examination made by an applicator of the business licensee that conducted a previous wood-destroying insect inspection and within 30 days of the previous examination to determine whether corrective treatment has been performed or conditions conducive to wood-destroying insects have been corrected. (Refer to Section 2. (7) and A.A.C. R3-8-101)

D. The Inspector must ensure the WDIIR NUMBER is recorded in this box.

E. The WDIIR Termite Action Report Form (TARF) Number must be placed here by  
8/29/17 KS

the business licensee

## **Section 2:**

The following instructions are for an applicator certified in the category of wood-destroying organism management, who works under the direct employment of a business license and who has received the training required under A.R.S. § 3-3633(A) READ CAREFULLY.

## **Section 3: PMD allows this section to be preprinted per R3-8-501 (E) (a)**

- A. Name of the inspecting company as registered with the PMD
- B. Address of the inspecting company as registered with the PMD
- C. Phone number of the inspecting company as registered with the PMD

## **Section 4: PMD allows this section to be preprinted per R3-8-501 (E) (a)**

The inspecting company's Business License number must be listed.

## **Section 5: (Must be completed)**

A. The inspector must enter the **name** of the **actual property owner or seller at the time of inspection.** (Information can be obtained from the County Assessor's office).

B. The inspector must enter **the actual physical address of the property inspected.** There must be one (1) WDIIR completed per individual property address.

*(Note: If there are multiple addresses for a single property, as seen in a multi-family structure, then there will need to be a WDIIR completed for each address. Each WDIIR must be TARFed separately.*

## **Section 6:**

A. The Inspector must list all inspected structures on the property. The structures might include out buildings such as well houses, detached sheds, garages, kennels and other such buildings. All structures should be listed no matter what they are constructed of.

B. If there are structures on the property that **will not or cannot be inspected,** they must be listed here. The structures might include out buildings such as well houses, detached sheds, garages, kennels and other such buildings. All structures must be listed no matter what they are constructed of. Additionally, **the reason** why the structures were not inspected must be listed in the Pest Control Inspector's

Additional Comments section at the bottom of page (2).

## **Section 7:**

Inaccessible areas (including all inspectable out buildings), not already noted in Section 2 (2), shall be filled in here. List all areas of each inspected structure that are not inspected. The structures may also be listed in Section 19 on page (2) and should be notated on the Graph on page (3). (Note: The Inspector may reference Section 2 (2) for the clarity of the Purchaser.)

## **Section 8:**

**More than one box may be marked in this section. Either the A or B box must always be marked depending on the inspection results**

Box A will need to be marked even if the observed evidence is deemed from past activity such as; tube stains, fecal pellets, body parts, termite, or wood boring insect damage. List the type of insect responsible for the evidence.

Box B will need to be marked if no Wood Destroying Insects, or evidence of Wood Destroying Insects, is observed.

Box C will be marked if treatment is provided, according to what the inspector noted in Section 8 (A), then as noted in Section 2 (5), the information will be written here, in Section 10, and in Section 20 on page (2).

Box D. **Only insect damage** observed at the time of the inspection, even if the property is under warranty, may be listed here. Additionally, the damage must be notated on the graph and graph Legend on page 3. **Insect damage is not limited to termites**, but may also be from carpenter ants, carpenter bees, wood destroying beetles, etc... [This is a representative list only and is not exclusive].

*(Note- If the Inspector and/or Inspecting Company believes Dry Rot should be noted, **do not** list it here (**Dry Rot is caused by Excessive Moisture**). It should be notated in the **Pest Control Inspector's Additional Comments** section, at the bottom of page 2.)*

Box E. should be marked when evidence consistent with a treatment is observed, and should reflect what the evidence consists of. This information will also need to be noted in Section 20.

## **Section 9:**

Box A. If the business licensee will correct or has corrected the damage, then this box must be marked. *Note: damage corrected is for actual wood destroying insect damage not that a treatment was performed.*

Box B. If the licensee will not correct the damage, then this box must be marked.

**Section 10:**

This section is to be used for additional comments as noted under Section 2 (5), proper control measures, and/or list any addendums or attachments.

**Section 11:**

This is the ***Inspectors Statement*** section. By signing, the WDIIR the Inspector is attesting to items (A) through (E). The WDIIR Inspector is strongly encouraged to **READ ITEMS (A) THROUGH (E) CAREFULLY.**

**Section 12:**

A. Only the individual making the inspection shall sign the report either by hand or with an electronic signature and shall not use a stamp or allow another individual to affix the signature. *A.A.C. R3-8-501(E) (p)*

B. Only the individual making the inspection shall place their PMD license number here.

C. The date shall reflect the date the WDIIR inspection was completed.

**Section 13 and Section 14:**

This area should be signed and dated by the Purchaser of the property. ***(The PMD highly recommends that the Inspecting Company have the Purchaser, or the "Person" who ordered the report, sign this area.)***

**Top of Page (2) Address Section:**

This must contain the seller's name and property address as noted in Section 5. The date must match the page 1, upper right side inspection date.

**Status of Property Section:**

Mark the pertinent box(s) as to the status of the property at the time of the inspection. ***More than one (1) box may be applicable.***

**Section 15:**

Earth-to-wood contact, which involves wood that is part of a structure or that is attached to

or securely abuts the structure and is in contact with the ground. Examples could be but are not limited to:

- Wood Fences
- Concrete form boards
- Porch structures
- Trellises
- Plantings or planters
- Trees or branches abutting structure

### **Section 16:**

Excessive cellulose debris is when it can be raked up into at least 1 cubic foot, or stumps and/or wood imbedded in the footing of the structure is in contact with the earth, or firewood or lumber piled within 6 inches of the structure. Examples could be but are not limited to:

- Dead branches or bark
- Roots growing into the foundation (dead plants)
- Boxes
- Pallets

### **Section 17:**

“Faulty grade” means the top of the foundation is even with or below the adjacent earth. The existing earth level shall be considered grade. Specific exceptions are basement construction and sunken room construction when the surrounding foundation is at least 3 inches above the exterior grade level. *(A.A.C. R3-8-101)*

Faulty grade level. If a structure contains a slab or floor that is at or below grade, the existing earth level is considered grade level. All faulty grades are based upon exterior grade. Examples could be but are not limited to:

- Slope surface water drains towards or stands next to the foundation
- Wood siding or stucco is at or below exterior grade level
- Floor joists in crawl spaces with less than 24 inches of clearance
- Raised planters above exterior grade and against house  
(A clear air gap between planters and house allowable to avoid faulty grade)

### **Section 18:**

Excessive moisture or evidence of a moisture condition in or around a structure. **This would also include moisture sources, which are not currently moist.** Examples could be

but are not limited to:

- Efflorescence (salt deposits from water movement through block or concrete foundations)
- Moss growing on or next to house
- Moisture from HVAC drains (Heating Ventilation Air Conditioners)
- Water stains
  - Dark stains or discolorations
  - Attics, eaves, rain gutters draining onto siding
  - On surfaces of interior walls, ceilings, plumbing traps
  - Crawl spaces
- Inadequate ventilation
  - Attics-
  - Crawls-
  - Bathrooms-

### **Section 19:**

Inaccessible sub-area such as an area with less than 24 inches of clear space between the bottom of a floor joist and grade level. Other than the items already noted in Section 2 (2), additional inaccessible areas from Section 7 must be noted here and on the Graph and Graph Legend of page 3.

### **Section 20:**

Evidence of previous treatment or concrete patching must be marked both in Section 8 (E) and either By Another Company or By the Inspecting Company must be notated. The business licensee (A.A.C. R3-8-503(C)) shall record the following information if the property is under warranty on the WDIIR:

- Account Number
- Target Pest
- Date of initial treatment
- Date of warranty expiration and
- The TARF number of each TARF completed regarding the property after the WDIIR is completed

### **Pest Control Inspector's Additional Comments Section:**

As noted previously in these "suggestions", this section is utilized for any additional comments the WDIIR Inspector believes pertinent to the inspection and **that the Purchaser may**



**need to be aware of.**

**Top of Page (3) Address Section:**

This must contain the seller's name and property address, as noted in Section 5. The date must match the page 1 upper right side inspection date.

**Graph Section:**

**Graph**

All structures inspected, where the evidence of Wood Destroying Insects, Conditions Conducive, and/or Inaccessible Areas are observed on the property, must be graphed/diagramed here. If nothing has been observed or notated on the WDIIR during the inspection, (Including Inaccessible Areas) then graphing is optional, although encouraged by PMD staff. The graph need not be to scale, however a reasonably accurate representation and orientation is recommended by PMD staff.

***(Note: If the Inspector or Inspecting Company chooses to use their own graph, then there should be a reference to it written on the Graph, on page 3, and on page 1, in Section 10, as an additional attachment.)***

**Graph Legend.**

This is the legend for the Inspectors notations on the page (3) graph, or a company's attached graph. The Inspector shall be reasonably accurate in placement of any notations. ***(Note: If the Inspector, or Inspecting Company, chooses to use a separate graph the Inspector will still need to complete the PMD Legend at the bottom of page 3.)***