

# Roof Inspection Form

Applicant/Insured Name: \_\_\_\_\_ Application/Policy #: \_\_\_\_\_

Address Inspected: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

This sample *Roof Inspection Form* (or a similar form) must be completed and signed by a licensed professional. The form will not be accepted without the dated signature of one of the following appropriately licensed inspectors:

- General, residential, building or roofing contractor
- Building code inspector

Be advised that Underwriting will rely on the information in this sample form, or a similar form, that is obtained from the licensed professional of your choice. This information is used only to determine insurability and is not a warranty or assurance of the suitability, fitness or longevity of the roof inspected.

## Roof (Photos of each roof slope showing the roof's condition must be submitted with this form.)

### Predominant Roof

Covering material: \_\_\_\_\_

Roof age (years): \_\_\_\_\_

Remaining useful life (years) \_\_\_\_\_

Date of last roofing permit: \_\_\_\_\_

Date of last update: \_\_\_\_\_

If updated (check one):

- Full replacement  
 Partial replacement

% of replacement: \_\_\_\_\_

Overall condition

- Satisfactory  
 Unsatisfactory (**explain below**)

### Any visible signs of damage / deterioration?

(check all that apply and explain below)

- Cracking  
 Cupping/curling  
 Excessive granule loss  
 Exposed asphalt  
 Exposed felt  
 Missing/loose/cracked tabs or tiles  
 Soft spots in decking  
 Visible hail damage

Any visible signs of leaks?  Yes  No

Attic/underside of decking  Yes  No

Interior ceilings  Yes  No

### Secondary Roof

Covering material: \_\_\_\_\_

Roof age (years): \_\_\_\_\_

Remaining useful life (years) \_\_\_\_\_

Date of last roofing permit: \_\_\_\_\_

Date of last update: \_\_\_\_\_

If updated (check one):

- Full replacement  
 Partial replacement

% of replacement: \_\_\_\_\_

Overall condition

- Satisfactory  
 Unsatisfactory (**explain below**)

### Any visible signs of damage / deterioration?

(check all that apply and explain below)

- Cracking  
 Cupping/curling  
 Excessive granule loss  
 Exposed asphalt  
 Exposed felt  
 Missing/loose/cracked tabs or tiles  
 Soft spots in decking  
 Visible hail damage

Any visible signs of leaks?  Yes  No

Attic/underside of decking  Yes  No

Interior ceilings  Yes  No

# Roof Inspection Form

**Additional Comments/Observations** (use additional pages as needed):

All *Roof Inspection Forms* must be completed and signed by a verifiable licensed inspector.  
*I certify that the above statements are true and correct.*

\_\_\_\_\_  
Inspector Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
License Type

\_\_\_\_\_  
Work Phone

**Special Instructions:** This sample *Roof Inspection Form* includes the minimum data needed for Underwriting to properly evaluate a property application. While this specific form is not required, any other inspection report submitted for consideration must include at least this level of detail to be acceptable.

## Photo Requirements

Photos must accompany each *Roof Inspection Form*. The minimum photo requirements include:

- Roof: Each slope
- All hazards or deficiencies

## Documenting the Condition of Each System

The licensed inspector is required to certify the condition of the roofing system. *Acceptable Condition* means that each system is working as intended and there are no visible hazards or deficiencies.

## Additional Comments or Observations

This section of the *Roof Inspection Form* must be completed with full details/descriptions if any of the following are noted on the inspection:

- Updates: Identify the types of updates, dates completed and by whom
- Any visible hazards or deficiencies
- Any roof determined not to be in good working order

## Note to All Agents

The writing agent must review in advance each *Roof Inspection Form* submitted with an application for coverage. It is the agent's responsibility to ensure that all rules and requirements are met before the application is bound. Agents may not submit applications for properties with roof(s) not in good working order or with existing hazards/deficiencies.