

# RAL Photo Policy

In order to meet the requirements of our clients, the following RAL photo policy is required to be followed on every home inspection assignment. Failure to provide photos according to this policy may result in non-payment by RAL.

1. Digital photos are considered a part of every home inspection report.
2. The best way to send photos is electronically by e-mail. E-mailed photos need to be sent in “jpeg” format only, using the lowest possible resolution (while still maintaining photo integrity). Please call RAL with any questions on e-mailing photos to us.
3. Each set of photos should include the following:
  - a) Dwelling - Front and rear exterior view. These photos should be taken from opposite corners, including one side in each photo. For larger homes or homes with obstructed views, take additional photos of the exterior as needed.
  - b) Roof - Front and rear as well as a close up of roof surface(s) - plus photos of any visible defects.
  - c) Chimney – Exterior view - plus photos of any visible defects.
  - d) Exterior surfaces - Representative photo of each (siding, stucco, brick, etc) – plus photos of any visible defects.
  - e) Garage – general interior as well as photos of storage limiting inspection when applicable – plus photos of any visible defects.
  - f) Structural – Any concerns or visible structural defects.
  - g) Attic – One or two photos of the interior of each attic space and/or photos showing view limitations– plus photos of any visible defects.
  - h) Basement – One or two photos of interior – plus photos of any visible defects.
  - i) Crawl Space – One or two photos of interior crawl and/or photos showing view limitations – plus photos of any visible defects.
  - j) Electrical - Panel with the cover off or photos showing why inaccessible – plus photos of any visible defects).
  - k) Heating System - Furnace with the cover off – as well as photos of any visible defects.
  - l) Air Conditioning System – View of unit – plus photos of any visible defects.
  - m) Plumbing – Water heater and any ABS or Polybutylene piping – plus photos of any visible defects.
  - n) On Site Sewage Disposal (Septic) – Photos of tank & field in relationship to the house – plus photos of any visible defects.
  - o) Well – Photos of well in relationship to house and of the pressure tank – plus photos of any visible defects
  - p) Pool / Spa / Hot Tub – Photos of each feature as applicable – plus photos of any visible defects.
  - q) Inground Sprinkler System – Photos of any visible defects.
  - r) Fireplace – Front & interior of fireplace – plus photos of any visible defects.
  - s) Kitchen – Any visible defects.
  - t) Underground Fuel Storage Tanks (UST) - Fill pipes, vent pipes or previous terminated lines as visible.
  - u) Mold and Asbestos – Photos of any visible mold or asbestos.
  - v) Reinspections – Photos of each non-corrected defect as well as photos of each corrected defect.
  - w) Any item or concern you feel would be beneficial to RAL.
4. Complete a photo log with all reports. We must be able to determine exactly what a photo is meant to depict. Good documentation will help minimize our need to call your office for more detail or clarification. The photo log should include a description of the component and why the photo was taken. Example #1 – Front view and right side; #2 – Rear view and left side; #3 Family room front window sill rot; etc.
5. Verify that ALL defects depicted in photos are also included within the written report.
6. Please call RAL at 317-867-7688 with any questions you have.

**Thank you for your cooperation.**

Revised 8/23/2018