



**PROJECT
PROPOSAL**

Commercial Inspections
and Assessments

 **Inspect
Montana**

www.InspectMT.com

Serving Montana, Idaho, and Wyoming

**EXPERIENCED.
SOLUTION BASED.**

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ABOUT INSPECT MONTANA

When selecting a commercial inspector, choose a team with both extensive experience and specialized training. A professional inspection from a qualified commercial property inspector can help you avoid overlooked defects and potentially costly repairs. We hold certifications with and the ICC. ICC writes many of our building codes, and CCPIA is the most reputable commercial inspection training program in the United States. We follow the ASTM E2018-15 standards of practice. Our team utilizes the ASTM (American Standard for Testing and Materials) Property Condition Assessment standard E-2018-15 to conduct a baseline assessment for all commercial properties we inspect.

We are: Certified Commercial Building Inspectors based in Montana and also serving Idaho and Wyoming.

Getting a thorough building inspection is important whether initially or as a checkup. What's even more important? Choosing the right professional to get the job done.

Inspect Montana, a commercial building inspection firm, has specialized in building inspections and assessments since 2001. We are geared to move quickly while focusing all our efforts on providing you with the necessary information. Our picture-laden inspection reports are designed for easy understanding and quick decision-making, with an easy-to-follow summary of recommendations and priorities.

Our inspectors will make a detailed visual inspection of all accessible elements of the buildings and grounds to ensure everything is in good repair. We have partnered with clients of all kinds, from local business owners to large-scale brand investors. With broad expertise across many building types, we're equipped to handle inspection projects of any size and type smoothly and efficiently.

Inspect Montana is the only solutions-based inspection firm in Montana.

CREDENTIALS:

**CMI (Certified Master Inspector)
CCPIA-000409; NACHI09081108
ICC 8021898; ASTM 2018-15E; IAC2
MT License HI0139**



Certified & Licensed

**InterNACHI Certified Master Inspector
NACHI09081108 & MT License HI0139**

Quality Reporting

**Easy-to-read, modern, timely
inspection report so you can know
what issues to address immediately.**

The Right Tools

**From reporting software to field
equipment, Inspect Montana
inspections are performed utilizing
the highest rated, cutting-edge &
technologically advanced tools.**

Competitive Pricing

**You'll get the highest quality,
greatest value for your investment.**

Over 20 Years Experience

**20+ years of experience in
residential and commercial real
estate inspection.**

Follow-up Support

**We provide professional quality
services, knowledgeable and
relative information, with an open
and unbiased assessment of the
conditions of your real estate
interest that does not have to end
after a report is delivered. We are the
solution-based inspection and
assessment firm.**

MISISON

Experienced. Solution Based.

OUR MISSION: Providing an accurate and helpful picture of what is, with the solutions for what can be to owners, buyers, and sellers of commercial real estate.

We are committed to delivering excellence through clear communication, technical expertise, uncompromising integrity, accountability, and superior project organization.

Experience the Inspect Montana Difference

Inspect Montana is dedicated to excellence in every commercial inspection and assessment, delivering exceptional client care with professionalism and approachability.

We believe in a community-centered approach, listening carefully before offering solutions—your priorities are our priorities.

Our team is committed to doing it right the first time, using a detailed pre-planning approach to minimize errors.

We value constructive feedback and continuously strive to improve, adapting to better serve our clients.

PROJECT TIMELINE

Step 01

Proposal
Acceptance

Sign Contracts and Agreements

Signed agreements and payment are due within 24 hours of scheduling services.

Step 02

Interview
Gather Data

Conduct Interviews and Gather Data

The inspector will discuss with the client the overall work process, property details, and any relevant issues; and interview additional parties to gather relevant documentation regarding the property's condition..

Step 03

Onsite
Analysis

Perform Property Condition Assessment

The inspector will perform an on-site inspection, which includes identifying and inventorying qualifying component assets, taking measurements and photographs, and collecting condition assessment data.

Step 04

Report
Development

Develop Property Condition Report

Upon completion of the interviews and PCA the inspector will develop the PCR. The depth and scope of the report will depend on the services performed and the quality of data gathered during the interviews.

Step 05

Final
Consultation

Final Review and Consultation

At the client's preference, the inspector can be available for a phone call to discuss and review the findings of the PCA, additional services, and the PCR.

DESCRIPTION OF PROPERTY

TYPE	Describe type of building
CHARACTERISTICS	Break out the different spaces, such as office and warehouse, finished or unfinished
OCCUPANCY STATUS	Describe the occupancy status
TOTAL SQ FT	List the total square footage of the property
SQ FT INSPECTED	List square footage of the area to be inspected, for multi-family - list common areas only
TOTAL UNITS VERSUS REPRESENTATIVE NUMBER	List the total number of units / % to be inspected
MECHANICAL SYSTEMS	Describe known mechanical systems and components present
STRUCTURAL SYSTEMS	Include the known structural characteristics, such as masonry, frame, steel, stucco, etc.
CURRENT USE	Describe the current use of the property
ANTICIPATED USE	Explain if the current use will remain or change

Notice: The inspection fee is subject to change based on variations in the description of the property.

REQUESTED SERVICES - PROPOSED BUDGET

Requested Services:

- PCA
- ADA SURVEY
- PCR

BUDGET VARIANCE

**Retainer:
Due Upfront**

**Variable Costs:
Due at Completion**

WHY A BUDGET VARIANCE?

BUDGET VARIANCE: We are unable to guarantee an exact depth and duration; therefore, we provide clients with a reasonable estimate upfront, as the timeline may extend or shorten beyond the initial estimates. An upfront retainer is collected, and we reserve the right to invoice for any additional services required to fulfill project requirements.

ADDITIONAL CONSIDERATIONS

We recommend these additional considerations with your commercial inspection:

- **SEWER LATERAL LINE INSPECTION**
- **AIR QUALITY TESTING**
- **RADON TESTING**
- **WATER QUALITY**
- **METHAMPHETAMINE TESTING**
- **PHASE 1 ENVIRONMENTAL ASSESSMENT**
- **COST TO CURE**

BUDGET VARIANCE

Budget Variance explained on page 7.

Retainer:
Due Upfront

Variable Costs:
Due at Completion

PROPOSAL AGREEMENT

THE CUSTOMER ACCEPTS THE FOLLOWING SERVICE PACKAGE:

Requested Services Only

**Requested Services, Plus
Additional Considerations**

**WE ACCEPT THE TERMS OF THE COMMERCIAL PROPERTY
INSPECTION/ASSESSMENT AS DESCRIBED IN THIS PROPOSAL.**

CUSTOMER NAME: _____

CUSTOMER SIGNATURE: _____

DATE: _____

PROPOSAL ACCEPTANCE: Customer may accept this proposal by providing its authorized signature in the space provided above and returning a copy to Inspect Montana, LLC by no later than 10 business days after its transmission. Upon receipt of this countersigned Proposal by the aforementioned date, Inspect Montana, LLC will initiate the scheduling of services within 5 business days. Payment for services (deposit) is due in full within 24 hours of Customer's agreed upon and scheduled services. Any variance in final costs is due upon completion of the project, reports will remain locked until all funds are received by Inspect Montana, LLC. 10% of the total fee is non-refundable in the event of a cancellation within 3 business days of scheduled service that is not the fault of the inspection firm.

STANDARDS OF PRACTICE

CCPIA ComSOP + ASTM 2018-15

Our services conform to:

- International Standards of Practice for Inspecting Commercial Properties (ComSOP)
- ASTM 2018-15, the Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process

A visual inspection of the following readily-accessible elements will be assessed during the walk-through survey:

HVAC system(s);

- plumbing system(s);
- mechanical and electrical systems;
- roof surface, drainage, and penetrations;
- exterior elements, vegetation, and landscaping;
- general topography and parking area;
- wood decks and balconies;
- fireplaces;
- attic, ventilation, and insulation;
- basement, foundation, and crawlspace;
- doors, windows, and interior;
- life safety components, and/or
- cooking area and storage.

Also, as part of our standard service, we will conduct research on the subject property, including a review of available records and interviews of person(s) with the most knowledge about the condition of the property. It is the client's responsibility to procure and provide documents for research and for coordinating interviews. The final product of the commercial property inspection is the written report (PCR).

For more details regarding our standards of practice, please visit our website:

www.InspectMT.com

NOTES



**Thank you for your time
and consideration.**



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