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Guidelines for Use and Completion of the
Form 13645, Wood-Destroying Organisms Inspection Report

General Information: Chapter 482.226, Florida Statutes, and Chapter 5E-14.142(2)(c), Florida Administrative Code.

1. Whenever an inspection for wood-destroying organisms is made for purposes of a real estate transaction and either a fee is charged for the inspection or a written report is requested by the customer, it must be reported using Form 13645.
2. The licensee must inspect for all wood-destroying organisms as defined in Chapter 482.021(27), F.S. This also includes wood-decaying fungi.
3. A copy of the Form 13645 shall be retained by the licensee for not less than 3 years.
4. When a Wood-Destroying Organism Inspection Report is issued on Form 13645, a notice of inspection shall be posted on the inspected property at a place designated in the report.
5. The Form 13645 report is not required to be guaranteed by the licensee nor is it required to be good for any set period of time. However, it is required that the report accurately reflect the condition of the property relative to wood-destroying organisms at the time the inspection was performed.
6. Persons performing wood-destroying organism inspections are required to have been issued a pest control identification card designating them as having received special training to perform such inspections or be a Florida certified operator in the category of "Termite and Other Wood-Destroying Organisms".
7. Neither the company (licensee) nor the inspector can have any financial interest in the property inspected nor can they be associated in any way in the transaction or be party to the transaction other than for inspection purposes (see Section 5 below for additional information)
8. It is necessary that a pest control company be licensed in the category of "Termites and Other Wood-Destroying Organisms Pest Control" in order to issue a written wood-destroying organism inspection report. The category of "Fumigation" does not entitle a licensee to issue Form 13645 reports.
9. Section 482.226(6), F.S., requires any licensee that performs Form 13645 inspections to have error and omission (professional liability) insurance coverage in the amount of \$500,000 aggregate and \$250,000 per occurrence or demonstrate net worth exceeding \$500,000.
10. The party requesting the inspection must be provided a copy of the Form 13645 report.

11. The inspection shall be performed in accordance with “Good industry practice” per Chapter 482.226(1), F.S. The document entitled “Baseline Practices for Performing 13645 WDO Inspections” describes the minimum good industry practice for 13645 WDO Inspections and has been endorsed by all State of Florida pest control associations. The document can be found at the Department’s website www.flaes.org.

COMPLETING THE FORM 13645

Section 1 – General Information

1. Inspection Company Name: Business name as registered with the Department.
2. Business License Number: State issued Inspection Company business license number.
3. Company Address: Licensed Inspection Company business location address.
4. Phone Number: Telephone number at the licensed business location.
5. Date of Inspection: Actual date the inspection was performed.
6. Inspector’s Name and Identification Card Number: Full name of inspector and WDO identification card number.
7. Address of the Property Inspected: Physical address of the property where the inspection was performed.
8. Structure(s) on Property Inspected: Identify the type of structure(s) that were inspected at the address indicated above. Example: House and detached garage.
9. Inspection and Report Requested By: Full name of person (seller or buyer) and their company contact information i.e. phone or fax number.
10. Report sent To: Name and contact information if different from information set forth in item no. 9.

Section 2 – Inspection Findings

The first part of this section provides an explanation of what the report entails and what areas it covers. It is stated in a manner that should be understood by the reader as to what the report is and what it is not. The definition of “Wood-Destroying Organism” is set forth as it is defined in Chapter 482, F.S.

Based on a visual inspection the following findings were observed:

- A. No visible evidence of WDO was observed.

If this box is checked, proceed to Section 3

- B. Visible evidence of WDO was observed as follows:

1. Live WDO:

The actual live organism itself must be seen by the inspector in order to check this box.
Example: subterranean termites, location: Tub trap area in hallway bathroom.

2. Evidence of WDO

This item is for reporting evidence of wood-destroying organisms which does not qualify as damage or as a live organism.

Examples:

- (A) Subterranean termite wings, location: Family room floor in front of sliding glass doors.
- (B) Drywood termite pellets, location: Kitchen cabinet above sink.
- (C) Powderpost beetle frass, location: Floor joists at east end of substructure near access way.
- (D) Subterranean termite exit holes, location: North wall of master bedroom

* Note: exit holes caused by a WDO should be reported as evidence and damage

3. Damage caused by WDO was observed and noted as follows.

Any and all wood-destroying organism damage should be reported. Whether extensive or minor, it is damage. It is not required to report the degree of damage but you are expected to report all damage observed in the visible accessible areas of a structure. If a damaged area appears insignificant it is better to report it than overlook it. Any workings within a structural member by a wood-destroying organism would create a certain degree of damage, e.g. powderpost beetle emergence holes, subterranean termite galleries, wood decay, etc...

Example: Wood-decay, location: Sub-flooring underneath master bedroom bathroom.

The location of any damage and other reportable evidence required by the items above must be adequately described in sufficient detail so that the average person reading the report is able to readily understand where the findings are and, if so desired, could personally locate and observe the reported conditions.

Section 3 – Obstructions and Inaccessible Areas

The purpose of this section is to make it clear to the reader of the report that areas of the structure normally inspected as part of a wood-destroying organism inspection, were not inspected due to obstructions or inaccessibility and the stated reason for the inaccessibility.

An unchecked box in this section indicates that the area was inspected and considered accessible by normal means.

The following examples pertain to each of the areas listed:

- Attic Area – Reason: Entire attic area inaccessible due to A/C ductwork and other conduit blocking entry access in garage ceiling.
- Interior Areas – Reason: Utility room next to kitchen was inaccessible due to door being locked and key not available
- Exterior Areas – Reason: Lower half of wood sided exterior wall at rear N.E. corner of house not accessible due to stacked firewood.
- Crawlspace Foundation – Reason: Entire substructure crawl space area inaccessible due to entryway in foundation being only 12 inches high.



Other – Interior of garage - Reason: Entire garage area obstructed by storage of household goods/boxes

Section 4 – Notice of Inspection and Treatment Information

Evidence of previous treatment observed:

Any signs of a past wood-destroying organism treatment must be reported.

Examples:

- (A) Patched drill holes observed in foundation block indicating that a subterranean termite treatment has been performed.
- (B) Treatment notice in attic indicating a fumigation was performed.
- (C) Subterranean termite bait stations present around structure foundation perimeter.

A Notice of Inspection has been affixed to the structure at: Chapter 482, F.S., directs that whenever a wood-destroying organism inspection is made for purposes of issuing a 13645 report and/or whenever a treatment is performed for wood-destroying organisms, the licensee shall post notice of such inspection or treatment immediately adjacent to the access to the attic or crawl space or other readily accessible area of the property inspected. Chapter 482.226, F.S., describes the information required on the notice as well as the minimum size. In all cases where a form 13645 is being issued, a notice of inspection must be posted at the structure being inspected. The location of the notice(s) must be reported in this item on the form.

This company has treated the structure at time of inspection: If any treatment for wood-destroying organisms is performed at or about the same time the inspection is performed then it must be indicated in this item by stating what organism was treated. Additionally, a copy of the wood-destroying organism contract covering the treatment that was performed must be attached to the inspection report.

If Yes: Common name of organism treated: State the common name of the WDO for which treatment was performed.

Name of Pesticide Used: State the brand/trade name of the pesticide used for the treatment.

Terms and Conditions of Treatment: A copy of the WDO contract should be attached to the inspection report to comply with this item. In this space, state “See Attached Contract”.

Method of treatment:

If the inspecting company treats the property at or near the time of inspection, it must be indicated here whether the treatment included the whole (complete, entire) structure or whether it was only a spot (partial, limited) treatment to the structure.

Section 5 – Comments and Financial Disclosure

COMMENTS: The purpose of the comments area is to allow for reporting additional information that may be necessary for better explanation or clarification of any of the items reported in Section 2 – Inspection Findings of the form.

If additional space is needed to fully report on any item, use additional sheet(s). If further reporting is done other than on page 1 or 2, it is suggested that it be noted in some manner in the pertinent section of the form.

The following statement appears near the bottom of Form 13645, "Neither the licensee nor the inspector has any financial interest in the structure(s) inspected or is associated in any way in the transaction with any party other than for inspection purposes".

Chapter 482, F.S., requires that this statement appear on the form. This precludes the issuance of a Wood-Destroying Inspection Report on any structure(s) in which the inspector or licensee (to whom the pest control business license is issued) has any financial or business interests in the structure(s) or with any party to the transaction of the structure(s). Any association with the structure(s) or parties to the transaction should be strictly for inspection purposes only.

The final portion of the form is for the signature of the licensee or authorized agent.

The date of signature may or may not be the same as the inspection date.

The Department encourages the signature of the person performing the inspection when possible.