***Note to Member: This document is provided in Word format so that you can customize it to suit your needs.***

As you know, Canada is experiencing a health emergency that is unprecedented in our times. These are extreme times and call for everyone to adhere to Public Health Authority advice and guidelines. It is every Canadian’s responsibility to help in the fight to stop the spread of COVID-19.

I am following Public Health Authority directives for social distancing and self-isolation which prevents me from performing a full in-person on-site inspection of your [*property/place of business/home*] (hereafter referred to as “your property”) to avoid putting myself and you and your family at risk of contracting or spreading COVID-19.

***I will not be able to perform a full in-person on-site inspection/walk-through of your property at this time***. However, I am able to complete a report using alternative methods for gathering information about your property.

**How You Can Help to Provide Information about Your Property:**

Your information can help to create a more in-depth and detailed description of your property within the report.

I am asking if you can provide me with:

* photos of your property to be included within the report in place of photos that I would normally take myself during an in-person inspection/walk-through of your property. **[See how to on Page 2]**
* any assessment information you may have, and
* any building specifications that you may have

**Other Information-Gathering Methods:**

**Video-Tour of Your Property [See how to on Page 2]**

I have the capability to direct you through an inspection/walk-through of your property via a live video link such as video-calling, FaceTime, WhatsApp, Skype, Zoom, etc.

I would direct you on a video-tour through your property. This information could then be used to assist me in completing my report.

Please let me know as soon as possible if you are willing and have the technology available to participate in a video-tour of your property to set up an appointment.

**Curbside Viewing of Your Property**

I am able to drive to your property and observe it from the street while staying in my car. This will provide me with information about the front exterior of your property, your front yard, and the surrounding neighbourhood.

I will provide the day and time that I intend to view your property from the street.

**Consent to Use Information about Your Property within the Report**

A Consent to take and use photos in my report is included. Please sign and return this to me.

**Providing Photos of Your Property**

* Please take photos of your property as outlined below, under “Guidance for Taking Photos”
* Please send all of these photos to me by email at: ***email address***
	+ You may need to reduce the file size of the photos or send more than one email

**Providing a Video Tour of Your Property**

* I will call you at the appointed day and time.
* Instructions on any of these, are found:
	+ FaceTime: <https://support.apple.com/en-ca/HT204380>
	+ WhatsApp: <https://www.whatsapp.com/>
	+ Skype: <https://www.skype.com/en/>
	+ Zoom: <https://zoom.us/>

I will direct you to the areas that require video/photos, as outlined in “Guidance for Taking Photos” and take screenshots during the video tour.

**Guidance for Taking Photos/Video**

**General**:

* Take clear photos of all aspects of the property
* Avoid obstructions in the photos
* Provide the date and time that the photos were taken when sending the photos

**List of Photos Needed to Complete Report**

**Exterior Photos**

* Front - One from each side of the house; and for single family homes, the roof must be visible
* Street - A view of the street in both directions
* Rear - Not required for condominium apartments

**Interior Photos**

* All Bedrooms
* All Bathrooms
* Kitchen
* Dens or other rooms not mentioned above
* Basement
* Mechanical - Not required for condominium apartments
* Electrical Breaker - Not mandatory for condominium properties if the panel is not in the unit
* Any other special features or areas of concern