

## How to Schedule an Inspection

(Updated 05-20-2019)

The System Vision program requires that you contact your rater for each of two inspections on every house:

- **Framing/Insulation (pre-drywall)**
- **Final**

Please review the Inspection Checklists on our website ([https://www.advancedenergy.org/portal/systemvision/?page\\_id=2214](https://www.advancedenergy.org/portal/systemvision/?page_id=2214)) and fill out the appropriate checklist(s) before you schedule your inspection\*. We reserve the right to pass inspections remotely.

### **IF ADVANCED ENERGY IS YOUR RATER**

When you are ready for an inspection, send an email or text to [svinspections@advancedenergy.org](mailto:svinspections@advancedenergy.org) with a minimum of three business days' notice. Include the following information in your message:

- Your name and organization
- Phone number and best time to reach you
- House address
- Type of inspection needed
- An attached copy of the completed Inspection Checklist

\*Advanced Energy will do our best to help you comply within the allotted number of inspections. However, if a house requires a re-inspection, applicable fees will apply.

### **IF YOUR RATER IS NOT FROM ADVANCED ENERGY**

Use the email address/preferred method of communication, as agreed upon between you and your rater. Complete the appropriate inspection checklist(s) and send to your rater before scheduling an inspection. Your rater will pass along your information to Advanced Energy through our online database.