PREPARE FOR YOUR LEGACY INSPECTION

A practical master guide for homeowners and realtors

Complete pages 1–4 for the home inspection and pages 5–6 for booked additional services. Leave operating notes on page 7 for your inspector. Preparation references are on page 8.

Property: _____

Appointment: _____ **Access contact:** _____

WHO DOES WHAT? TRANSACTION ROLES

SELLER Prepares property & records.	**SELLER'S REALTOR** Coordinates access & readiness.
INSPECTION CLIENT Commissions inspection, selects services, accepts agreement & arranges payment.	**BUYER'S REALTOR** Coordinates transaction timing & buyer follow-up.

Responsibilities are typical; confirm arrangements for your transaction. The buyer is usually the inspection client for a purchase. For a seller-booked pre-listing inspection, the seller also handles inspection-client tasks. Buyers arrange property preparation through seller or realtor. Direct legal questions to your lawyer.

1. CONFIRM THE APPOINTMENT

[ ] **Inspection client:** Read inspection agreement and applicable Standard of Practice. Understand what is included, excluded and limited; resolve questions before signing. Complete agreement and payment requirements.

[ ] **Inspection client + their realtor:** Confirm every dwelling, unit, garage and detached building included, plus each additional service. Identify shared systems and unusual features when booking.

[ ] **Seller + seller's realtor:** Arrange entry for entire appointment: occupants/tenants, keys, codes, gates, condo permissions, parking and water access. Secure pets away from inspection route.

[ ] **Seller:** Have electricity, water and adequate fuel available where safe. Arrange necessary de-winterization or recommissioning beforehand; advise Legacy of shutdowns, low fuel and equipment that must not be operated.

[ ] **Inspection client + their realtor:** Allow time for inspection, report, debrief and laboratory/specialist follow-up before decision deadline. **Seller / seller's realtor:** Report unfinished preparation or access restrictions before arrival.

FIND WHAT YOU NEED (GUIDE INDEX)

Page 2	Access, housekeeping and records	**Page 6**	WETT, pools and environmental services
Page 3	Rooms, electrical, plumbing and garage	**Page 7**	Operating notes and buyer follow-up
Page 4	Heating, cooling and ventilation	**Page 8**	Reference sources & standards
Pages 5	Septic, sewer and private water		

Using another inspection company? Confirm its agreement, Standard of Practice, included services and preparation requirements. Scope varies; some checks and add-ons here may not be included.

LEGACY INSPECTIONS

CLEAR ACCESS AND LEAVE USEFUL INFORMATION

Seller prepares; seller's realtor coordinates. Apply to all included buildings. Mark completed items or N/A.

2. MAKE INSPECTION AREAS ACCESSIBLE

[ ] Unlock every included building, room and existing service entrance. Clear routes around exterior walls, foundations, decks, stairs, railings and beneath decks where safe entrance exists. Move bins, stored materials and obstructing vegetation.

[ ] Clear access to electrical panels, mechanical equipment, plumbing, pumps and visible foundation walls, beams and posts. Move belongings that obstruct viewing and leave enough working space to open normal service doors.

[ ] Identify all attic hatches, knee-wall doors and crawlspace entrances, including separate spaces in additions and garages. Clear closet contents and floor space for ladder; arrange authorized release of fastened access hatches in advance. Leave electrical panel covers installed.

[ ] Report sealed or missing openings, fixed shelving, damaged access stairs, narrow clearances, standing water, weak framing, exposed wiring or contamination. Inspector determines whether entry is safe.

[ ] Clear safe walking routes of snow and ice. Identify hidden steps, holes, wells and lids. Provide access to normal roof-entry doors if present; inspector chooses roof inspection method.

3. CLEAN AND PREPARE SAFELY

[ ] Safely clean up pest debris, nests and pest activity in accessible areas. Do not sweep or vacuum dry droppings; follow public-health wet-cleaning guidance or arrange professional cleanup. Identify remaining hazards and active traps. **[Ref 2]**

[ ] Address leaks, moisture and fungal growth appropriately; retain photos and treatment/repair records. If investigation/sampling is booked, ask Legacy before non-urgent cleanup that could change findings. Keep containment in place. **[Ref 3]**

[ ] Leave finishes, insulation, vapour barriers and crawlspace ground covers intact. Do not disturb suspected hazardous insulation or coatings, or enter hazardous spaces to prepare. **[Refs 4, 5]**

4. PUT AVAILABLE RECORDS IN ONE PLACE

[ ] Leave manuals, service and installation records,warranties, rental agreements, permits and previous specialist reports that are available. Identify leased equipment, shared services and excluded components.

[ ] Provide a short list of known or recurring concerns and past repairs: leaks, flooding, drainage, cracks or movement, pests, electrical trips, plumbing backups and equipment faults. Note location, timing and recurrence.

[ ] Identify alterations, roof/insulation work, drainage changes and concealed or seasonal concerns. Explain ordinary controls on page 7 and leave labelled keys and working remotes.

GOLDEN RULE FOR PREPARATION: Preparation should improve access and normal operation. Keep unresolved concerns visible and explain them; do not cover damage or mask odours. Arrange qualified help for repairs or unsafe conditions.

Seller prepares; seller's realtor coordinates. Arrange qualified help where required.

5. ROOMS, WINDOWS AND APPLIANCES

[ ] Ensure window handles,cranks,locks and operating hardware are present and securely attached. Make doors and windows available to operate; identify damaged or unsafe openings and provide special keys or controls.

[ ] Clear stairs, handrails, cabinets and accessible finishes. Secure loose handles, pulls and hinges; arrange repairs for damaged hardware or loose railings. Ensure doors open, close and latch properly; adjust binding/misaligned doors. Explain hidden damage and controls.

[ ] For included appliance checks, empty ovens, dishwashers, washers and dryers; clear cooktops. Leave refrigerators and freezers in normal service. Identify child locks, error codes, disconnected supplies and start sequences.

[ ] Clear visible laundry connections and dryer exhaust access. Leave heavy appliances in place and connected; do not pull them out or disconnect them for appointment.

6. ELECTRICAL AND GARAGE

[ ] Identify main electrical panel,all sub panels, service disconnects and generator or solar equipment. Leave panel covers and dead fronts installed; tell Legacy about damaged fasteners, painted covers, water or exposed wiring.

[ ] Make switches, receptacles and protective-device locations reachable. Have missing/damaged cover plates replaced and loose receptacles secured. Use a Licensed Electrical Contractor for repairs; do not work on energized devices. Identify smart controls and power-sensitive equipment. **[Ref 6]**

[ ] **Optional:** Buy a plug-in receptacle tester to flag common wiring faults before inspection. Use only on intact, dry, compatible receptacles following instructions. A correct reading does not rule out all faults. Have reported faults evaluated by Licensed Electrical Contractor. **[Ref 18]**

[ ] Replace safely accessible failed/missing bulbs with compatible bulbs (power off, cool). Provide remote batteries. Leave smoke/CO alarms and safety devices enabled; explain persistent faults.

[] Move vehicles and belongings clear of garage-door travel, sensors and door into house. Provide opener controls and keys; identify manual locks and out-of-service doors. Leave spring, cable and force adjustments to a door technician. **[Ref 16]**

7. PLUMBING, DRAINAGE AND PUMPS

[ ] Identify main and separate water shutoffs,outdoor tap shutoffs and seasonal lines. Clear under-sink cabinets and plumbing access panels. Leave sinks, tubs and showers empty and toilets available.

[ ] Have loose faucets, handles and toilets properly secured and leaks repaired; use a plumber where needed. Renew failed caulking/seals around bathtubs/shower bases. Address leakage or damaged materials before resealing; keep designed drainage clear.

[ ] Identify slow drains, disabled fixtures, winterized lines, backwater valves and cleanouts. Avoid chemical drain cleaners before visit and report recent treatment.

[ ] Identify sump, sewage and backup pumps, alarms and discharge locations. Leave normal safe power and water available; explain backup operation and past flooding. Keep sealed covers intact; do not stage flood test or run pumps dry.

CAUTION: Do not repeatedly reset tripping breakers, bypass protection or force damaged equipment to operate.

Seller prepares; seller's realtor coordinates access and required servicing.

8. PREPARE EQUIPMENT AND CONTROLS

- [ ] Identify every furnace, boiler,heat pump, air handler and supplementary heater, including detached units. Provide thermostats, zone controls and areas served.
- [ ] Clear normal service doors, filters, visible ductwork, radiators and registers. Keep filters and service panels fitted for operation. Explain hot/cold rooms, unusual noises, repeated lockouts and shutdowns.
- [ ] Where safely accessible through viewing opening or owner-access panel, look inside furnace/boiler for rust, corrosion, water staining or leakage. If found, have a qualified heating technician service it before inspection and leave service record. Do not remove sealed covers.
- [ ] For hydronic or radiant heating, identify manifolds, circulation pumps and zones. Leave normal settings in place; do not bleed, refill or alter system pressure for inspection.
- [ ] Clear access to indoor cooling units, outdoor condensers, visible refrigerant lines and condensate drains. Explain ductless heads, separate modes and low-temperature restrictions. Leave testing to inspector; do not force cooling in unsuitable weather.
- [ ] Identify humidifiers, dehumidifiers, air cleaners and specialty conditioned rooms (e.g. wine cellars). Provide controls and explain seasonal settings, closed supplies and drainage.

9. VENTILATION, FUEL AND HOT WATER

- [ ] Clear access to HRV/ERV,service door, condensate connection and controls. Leave filters and cores installed. Identify bath, kitchen and laundry exhaust controls, timers, humidity sensors and exterior outlets.
- [ ] Identify gas meters, propane/oil tanks, fill and vent pipes, accessible shutoffs and buried fuel infrastructure. Ensure adequate fuel and provide tank/service records, lease info and safety notices.
- [ ] Arrange qualified attention to pilot lights or shut-down equipment before appointment if required. Leave warning tags and safety controls in place. Keep meter and appliance vent areas accessible.
- [ ] Have water heaters in normal safe service where possible. Explain leaks or lack of hot water; leave temperature settings, drains and relief valves alone.
- [ ] Provide gas-fireplace controls and manuals. Keep hearth, visible venting and service areas accessible; leave glass and combustion covers installed.

UNUSUAL SYSTEMS AND PROPERTY FEATURES

Inspection client: Confirm scopefor geothermalor lakeloops, solar, generators, irrigation, fire suppression, docks, shoreline structures and specialty engineering. **Seller:** Provide available diagrams, system info and service-provider details. These features do not automatically include specialist testing.

SAFETY EMERGENCY WARNING: If a fuel-gas emergency is suspected, leave the area immediately and obtain assistance from a safe location. **[Ref 7]**

SEPTIC, SEWER AND PRIVATE WATER

Seller: Prepare access & equipment. Inspection client: Confirm services, fees & testing. Realtors: Coordinate. Complete booked services only.

SEPTIC SYSTEMS

- [ ] Identify every tank, holding tank, pump chamber, treatment unit and disposal area, including separate systems for accessory buildings. Leave available permits, plans, pumping/service records and alarm history.
- [ ] Have required septic access points exposed or clearly flagged. Confirm locations with Legacy and arrange digging beforehand. Legacy charges an additional fee for digging out access.
- [ ] Check visible lids, risers and edges for cracks or deterioration, especially conventional concrete lids. Report damage before arrival; keep covers secured for inspector or qualified provider to open. Keep people and pets away; never enter a tank.
- [ ] For excavation, have person doing work arrange utility and private locates. Use suitable contractor; avoid random probing. Keep vehicle traffic and stored materials off system. **[Ref 9]**
- [ ] Explain backups, odours, wet areas, alarms, vacancy, changes in occupancy, recent heavy water use or emergency work. Make normal water and power available for agreed checks.
- [ ] Ask Legacy before scheduling a pump-out. Timing depends on booked procedure; a tank should not automatically be emptied just before inspection. Coordinate pumper when pumping is part of assessment.

SEWER CAMERA INSPECTION

- [ ] Identify and clear agreed clean out or camera entry point. Report inaccessible or damaged caps and active backups. Do not remove a cap yourself; confirm plumbing work, toilet removal, drain cleaning or locating in advance. **[Ref 10]**
- [ ] Leave previous videos and repair information. Explain recent snaking, jetting or chemical treatments; have water available for flushing if requested.

WELLS, LAKE SUPPLIES, CISTERNS AND WATER TREATMENT

- [ ] Identify every source and buildings served. Mark locations and clear access to wellheads, pumps, pressure tanks, controls, treatment, UV units and storage. Keep caps/seals installed; leave well records and site sketch.
- [ ] Have supply and power available for booked flow check. Confirm suitable outlet and discharge location; avoid irrigation, pool filling or unusual heavy use during testing. Explain low yield, loss of prime, pressure problems, winterization or disuse.
- [ ] Leave recent water results and treatment/service records. Report shock chlorination, treatment changes, bypasses, alarms and changes in taste, colour or odour. For sampling, confirm raw/treated locations, parameters and lab timing. **[Ref 8]**

SCOPE LIMITATION NOTE: Short flow checks do not establish long-term well yield or full septic capacity. Water results cover parameters tested; camera observations cover agreed accessible pipework.

OTHER BOOKED SERVICES & ENVIRONMENTAL

Seller: Prepare property. Inspection client: Confirm scope and testing instructions. Realtors: Coordinate access and timing.

WOOD-BURNING APPLIANCES / WETT

[ ] **Inspection client:** Confirm every appliance and chimney included, inspection level and insurer instructions. **Seller:** Have appliances, ashes and venting completely cold. Ask Legacy whether ash removal or chimney sweeping is needed. **[Ref 11]** Clear

[ ] appliance, hearth, flue pipe, cleanouts and relevant attic access. Leave manuals, ID info and cleaning/installation records. Report chimney fires, smoke spillage and damaged/unused equipment. Arrange insert/vent removal separately.

POOLS AND SPAS

[ ] **Inspectionclient:** Confirm each vessel included and whether open, empty or winterized. **Seller:** Where safe operating checks agreed, arrange normal commissioning, adequate water level, power and heater fuel with pool provider.

[ ] Arrange safe cover removal where required and reasonably clear water for viewing. Maintain barriers/gates. Do not drain vessel, run equipment dry or open winterized system in freezing conditions. **[Refs 12, 13]**

[ ] Clear pumps, filters, heaters, valves, controls, visible plumbing, decks and safety features. Leave operating notes and service records; explain leaks, water loss and faults. Keep suction covers and electrical protection in place.

AIR QUALITY, MOULD, AND LEAD

[ ] **Inspection client:** Confirm concern, rooms, testing/sampling booked and owner authorization. **Seller:** Explain water damage, renovation, odours, ventilation, treatments and activities affecting results.

[ ] Follow assessor's specific cleaning, window, ventilation and occupancy instructions. Ask before non-urgent remediation that could change sample conditions. Keep sample locations accessible and containment intact. **[Ref 3]**

[ ] For material sampling, leave suspect materials undisturbed. Confirm locations, small destructive sampling and patching arrangements with assessor. **[Refs 4, 5]**

RADON, THERMAL IMAGING AND ENERGY EVALUATIONS

[ ] **Inspection client:** Confirm radon testdurationandplacement. Along-term test of at least 91 days estimates average annual exposure; a brief screen does not establish acceptable annual level. Occupant: Leave device undisturbed and follow protocol. **[Ref 14]**

[ ] **Occupant during testing:** For long-term radon testing, maintain normal living and ventilation; report vacancy, renovations, mitigation and device interruptions. Arrange power if required and collection access.

[ ] For thermal imaging, keep stable normal heating/cooling unless instructed otherwise. Clear relevant surfaces and provide radiant-system controls. Explain recent water events/conditions; thermal images show surface temperatures, not through walls. **[Ref 15]**

[ ] For separate EnerGuide or blower-door evaluation, follow energy advisor's instructions, including cold solid-fuel appliances and ash removal. **[Ref 17]**

OPERATING NOTES FOR THE INSPECTOR

Seller: *Complete this page and leave it with labelled keys, working remotes and records.* ***Seller's realtor:*** *Confirm available. Use separate copy for separate units.*

Property Address: _____ **Prepared By / Contact:** _____

SYSTEM / ITEM CATEGORY	LOCATION, CONTROLS OR SPECIAL INSTRUCTIONS
Keys, Remotes & Records	Keys location, garage remotes, gate codes, service manuals file:
Heating / Cooling Zones	Thermostat locations, zone valves, secondary controls:
HRV/ERV, Humidity & Fans	HRV wall controls, dehumidifier settings, specialty exhaust timers:
Lights & Smart Controls	Switched outlets, smart hubs, motion sensors, exterior timer bypass:
Water Supply & Pumps	Main shutoff valve, seasonal line shutoffs, sump pump backup notes:
Garage, Fireplaces & Equip.	Gas fireplace remotes/pilots, garage manual locks, central vac:
Detached Buildings / Shared	Outbuilding subpanels, shared well/sewer agreements, dock controls:
Shut-Down / Restricted	Restricted equipment, restricted rooms, active alarms, low fuel items:

Known concerns or recent work: _____

_____

Security note: Use local controls or guest access for smart equipment. Do not write credentials here or bypass safety devices.

BUYER + BUYER'S REALTOR: AFTER THE INSPECTION

[ ] Read complete report, includingphotos,limitationsandrecommended actions. Ask about unclear findings and anything that could not be assessed.

[ ] Discuss priorities using **Safety, Water, and Function/Lifespan**. Arrange recommended follow-up within decision timeline and keep list of unresolved questions and promised work.

The inspector explains findings; realtors coordinate and refer; buyers make decisions using relevant information and professional advice.

REFERENCE SOURCES & STANDARDS

Sources checked October 5, 2026. Official guidance references.

1. InterNACHI Home Inspection Standards of Practice	**Reference:** InterNACHI Official SOP	General scope and limitations; safe access; normal operating controls; concealed and inaccessible components.
2. Public Health Agency Guidance	**Reference:** Public Health Prevention	Pest debris, avoiding sweeping/vacuuming dry dust, and safe cleanup guidance.
3. Health Canada Guide to Addressing Moisture and Mould Indoors	**Reference:** Health Canada Mould Guide	Moisture-source correction, appropriate cleanup and the limits of routine air testing for mould.
4. Health Canada Safety and Your Health	**Reference:** Health Canada Safety Guide	Avoid disturbing suspect materials; professional assessment before disturbance.
5. Health Canada Paint Safety	**Reference:** Health Canada Paint Safety	Risks from disturbing old coatings and preparation for appropriate assessment.
6. Electrical Safety Authority Licensed Electrical Contractors	**Reference:** ESA Ontario Guidelines	Qualified electrical work and contractor verification in Ontario.
7. Enbridge Gas Natural Gas Safety	**Reference:** Enbridge Safety Guidelines	Fuel-gas emergency response, equipment servicing and safe appliance practices.
8. Public Health Ontario Well Water Testing	**Reference:** PHO Well Water Testing	Private drinking-water bacterial testing, collection information and laboratory requirements.
9. Ontario Dig Authority Public Utility and Private Locates	**Reference:** Ontario Dig Authority	Locate coordination before excavation and separate responsibility for private infrastructure.
10. InterNACHI Sewer Scope Inspection Standards of Practice	**Reference:** InterNACHI Sewer Scope SOP	Camera entry, accessible sewer sections and additional access work such as toilet removal.
11. WETT Levels of Inspections	**Reference:** WETT Canada Guidelines	Matching inspection level to appliance, accessibility and assessment purpose.
12. InterNACHI Pool and Spa Inspection Standards of Practice	**Reference:** InterNACHI Pool SOP	Scope of visible pool/spa components, equipment, safety features and inspection limitations.
13. Pentair IntelliFlo Variable Speed Pump Installation Guide	**Reference:** Pentair Pump Manual	Manufacturer example supporting adequate operating water level and protection from dry running.
14. Health Canada Guide for Environmental Measurements in Homes	**Reference:** Health Canada Environmental Guide	At least 91 days for long-term measurement; normal living conditions, placement and interpretation limits.
15. FLIR Thermal Imaging Assessment Guide	**Reference:** FLIR Thermal Guide	Thermal imaging measures surface-temperature patterns and has visibility limits.
16. LiftMaster Garage Door Opener Repair and Maintenance	**Reference:** LiftMaster Maintenance Guide	Controls, operating issues and qualified servicing of door systems.
17. Natural Resources Canada Prepare for EnerGuide Evaluation	**Reference:** NRCan EnerGuide Guide	Energy-advisor access instructions and cold-ash preparation for separately booked evaluation.
18. Klein Tools Receptacle Tester — Capabilities and Limitations	**Reference:** Klein Tools Manual	Receptacle testing capabilities and limitations.