spectora

FOR REAL ESTATE AGENTS

Agent Quick Reference Guide

How to read and use your Spectora home inspection report

A Spectora report lets you filter findings, jump between sections, build a repair request and download a PDF. Your inspector chooses which features to turn on, so your report may look slightly different.

1. Open the report

Your inspector or client sends a link to the inspection's client portal. Each inspection has its own portal and link, so there is no single place to see all of your inspections. Once the report is published, click **View Report** in the portal. No link? Ask your inspector or client to resend it.

2. Find your way around

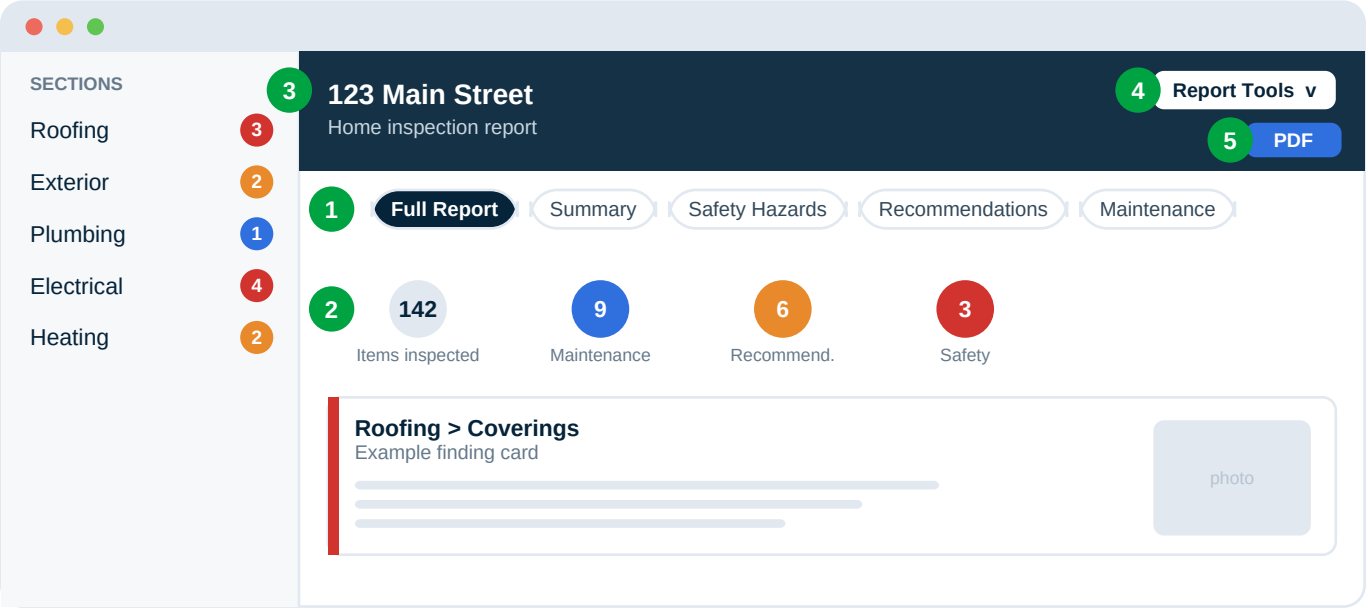

Illustration only. Your report will look different.

1	**Filters**	Switch between the full report, the summary, and only Safety Hazards, Recommendations or Maintenance Items.
2	**Summary**	See an overview of the findings. Click any line to jump to that finding's photos and comments.
3	**Sidebar**	Click any section to jump to it. A circled number shows how many findings it has.
4	**Report Tools**	Open the Repair Request Builder, or copy the report text to paste into another document.
5	**PDF button**	Create the PDF version of the report.

3. Read the findings

Findings are called defects, though inspectors can label them Issues, Observations, Recommendations or Findings. Each is a card with the inspector's comment, a recommendation and photos, color coded by severity.

Blue
Typically maintenance or do-it-yourself items

Orange
Typically recommendations or minor repairs

Red
Typically immediate repairs or safety hazards

Inspectors can rename these categories, so check the labels on your report. Two other tabs matter too: **Limitations** lists anything that may have prevented a full inspection, such as snow on the roof or an obstructed area, and **Information** gives basic details, such as a material or type. For the fastest read, use the **Significant Summary** if your report has one. It shows only red (major) defects.

Quick read in four moves

1. Open the Summary, or the Significant Summary if there is one.
2. Filter to Safety Hazards, Recommendations or Maintenance Items.
3. Check Limitations for areas the inspector could not fully see.
4. Build a repair request, or copy the inspector's wording into your own document.

4. Build a repair request

The Repair Request Builder turns findings into a professional-looking list for credits, repairs or replacements. If your inspector has it turned on, open it from **Report Tools** on a published report, or from the client portal by clicking **Get Started** under Try Repair Request Builder.

1. **Select defects** — Check the boxes
2. **Add credit or comment** — Per defect
3. **Preview, then Create** — Check how it looks
4. **Copy and share** — Send the link

1. Edit the **Document Name** in the upper left corner, and use **Sort Document By** to order the list by report order, severity, category, recommendation or dollar amount.
2. Enter any text you want at the top, then check the boxes next to the defects you want, or click **Select Visible Defects** to choose them all.
3. Click **Credit** to add a requested credit amount and **Comment** to add a note, such as repair or replace.
4. Click **Preview**, then **Create**, and copy the link to share it. To edit later, open the original link and click **Edit RRB**.

If your state requires its own repair form, use the copy-and-paste option in Report Tools to bring the inspector's wording into your document. Full steps and video

5. Download or print a PDF

1. Open the web report.
2. Click the blue **PDF** button near the cover photo.
3. Choose **Summary** or **Full Report**.
4. Use your browser's download or print button.

The Summary PDF is a good attachment for a repair request document. PDF steps with screenshots

Troubleshooting

I can't find the report link	Ask your inspector or client to resend it. Agents usually get it from the agent confirmation email or from the client.
I don't see filters or a summary	Inspectors can turn these off, so some reports don't show them. Ask your inspector.
I lost a repair request link	The builder doesn't keep a list for agents. Ask your client or inspector to resend the link.
I can't add notes to the report	Agents can't. In the Repair Request Builder, add a note or comment to each defect you select.
I can't text or email from the builder	Sending from the builder is temporarily unavailable. Copy the link and send it yourself.
The builder isn't showing	Inspectors can turn it off. Ask your inspector.

More help

- Spectora Info Center for real estate agents
- How to Read a Home Inspection Report
- How to Navigate the Client Portal
- Full guide for agents: how to read a Spectora report
- Sample reports from real inspectors