



CHARLES H. BRONSON  
COMMISSIONER

STATE OF FLORIDA  
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
DIVISION OF AGRICULTURAL ENVIRONMENTAL SERVICES  
Bureau of Entomology and Pest Control  
1203 Governor's Square Blvd, Suite 300  
Tallahassee, Florida 32301-2961  
(850) 921-4177

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

**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 transfer, or a fee is charged, or if a written report is requested, 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 Organisms 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 issued a pest control identification card designating them as having received special training to perform such inspections.
7. 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 organisms inspection report. The category of "Fumigation" does not entitle a licensee to issue Form 13645 reports.
8. 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 \$50,000 aggregate and \$25,000 per occurrence or demonstrate net worth exceeding \$100,000.
9. The party requesting the inspection must be provided a copy of the Form 13645 report.
10. Decks which are attached to or contiguous with the structure or wood framing which surrounds a patio or terrace such as a privacy area or a lanai area IS considered a part of the structure and is expected to be inspected and reported on the Form 13645 whether attached or not.
11. Fencing which surrounds the property IS NOT considered a part of the structure as defined in Section 482.021(25), F.S., Companies may report fencing conditions in the comments section if they wish. \*\*\* EXCEPTION-- IF THE FENCING IS ATTACHED TO THE STRUCTURE, THE POINT OF ATTACHMENT SHOULD BE INSPECTED AND REPORTED ON THE FORM 13645 \*\*\*
12. Probing or sounding of wood during the course of an inspection is not prohibited. It should be used to determine whether the visual evidence or damage is due to an active infestation or not. Access panels, provided for inspection purposes, are expected to be opened if the opening of the panel will not damage the structure. An inspection does not authorize permanent removal or defacing any part of the structure. Seek the permission of the homeowner to investigate suspicious areas further.

COMPLETING THE FORM 13645

**1. TOP SECTION**

- 1. Licensee Name: Business Name as registered with the Department.**
- 2. License Number: Pest Control Business License Number.**
- 3. Licensee Address: Licensed Business Location Address.**
- 4. Inspector: Name of the individual who performed the inspection.**
- 5. Inspection Date: Actual date the inspection was performed.**
- 6. Identification Card No.: The inspector's identification card file number.**
- 7. Requested By: Name and address of the person or business requesting the inspection to be performed.**
- 8. Property Inspected: Physical location address of the property where the inspection was performed.**
- 9. Specific Structures Inspected: Report the type of structure(s) that were inspected at the address indicated. Example: House and detached garage.**
- 10. Structures on Property NOT Inspected: Report the type structure(s) (if any) you did not inspect which would have been part of the total structures located at the inspection address. Example: Frame utility building at rear of property, Pumphouse.**
- 11. Areas of Structure(s) NOT Inspected: This item refers to the structure that was inspected but for various reasons a particular area of the structure could not be inspected due to inaccessibility or otherwise. Example: Laundry room in garage.**
- 12. Reason NOT Inspected: Refer back to the item immediately preceding and state why you were unable to inspect a particular area of the structure. Example: Room locked, key unavailable.**

**2. SCOPE OF INSPECTION Section**

This section of the form 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.

**3. REPORT OF FINDINGS Section**

The location of any damage and other reportable evidence required by the items below should be adequately described in sufficient detail so that the average person reading the report is able to readily understand where the area of damage is and, if so desired, could be personally located and the reported conditions observed.

- 1. Visible Evidence of Wood-Destroying Organisms Observed: This item is for reporting evidence of wood-destroying organisms which does not qualify as damage or as a live organism.  
Example: (A) Subterranean termite wings, location: family room floor in front of sliding glass doors.  
(B) Drywood termite pellets, location: kitchen cabinet above sink.  
(C) Powder post beetle frass, location: floor joists at east end of substructure near access way.**
- 2. Live Wood-Destroying Organisms Observed: The actual live organism itself must be seen by the inspector in order to mark yes on this item.  
Example: Subterranean termites, location: tub trap area in hallway bathroom.**

3. **Visible Damage Observed:** 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 the structure. If a damaged area appears insignificant it is better to report it than to overlook it. Any workings within a structural wood member by a wood-destroying organism would create a certain degree of damage, e.g. powder post beetle emergence holes, termite galleries, wood-decay, etc.  
Example: Wood-decaying fungi, location: subflooring underneath master bedroom bathroom.
4. **Visible Evidence of Previous Treatment was Observed:** Any signs of a past wood-destroying organism treatment or partial treatment is to be reported.  
Example: (A) patched rill holes observed in the foundation blocks indicating that a subterranean termite treatment has been performed.  
(B) Treatment notice in attic indicating that a fumigation was performed on June 6, 1993.
5. **This Company has Treated the Structure(s) 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 for and the pesticide that was used. Additionally, a copy of the wood-destroying organism contract covering the treatment that was performed must be attached to the inspection report.
6. **This Company has Treated the Structure(s):** If the licensee performing the inspection has performed a wood-destroying organism treatment to the structure being inspected at some time other than at the time of inspection (Item No. 5) it is reported here, indicating the original date of treatment, common name of organisms and common name of pesticide. A copy of the contract is not required to be attached.
7. **A Notice of this Inspection and/or Treatment has been Affixed to the Structure(s):** Chapter 482, F.S., directs that whenever a wood-destroying organism inspection is made for purposes of issuing an 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 area 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.

**Comments Area:** 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 (1 through 7) within the REPORT OF FINDINGS section. Conducive conditions may also be reported in this section.

If additional space is needed to report fully on any item, the reverse side of the form can be used or an attached additional sheet. If further reporting is done other than on the face of the form it is suggested that it be noted in some manner within the REPORT OF FINDINGS section.

## 2. **BOTTOM SECTION**

The following statement appears near the bottom of the Form 13645: “Neither the licensee nor the inspector has any financial interest in the property inspected or is associated in any way in the transaction with any party to the transaction 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 Organisms Inspection Report on any property in which the inspector or the licensee (to whom the pest control business license is issued) has any financial or business interests in the property or with any party to the transaction of the property. Any association with the property or parties to the transaction of the property should be strictly for inspection purposes only.

The final portion of the Form 13645 provides space in which to indicate additional parties to whom the completed report should be sent. This portion also provides for the signature of the licensee or other authorized agent along with the date that the signature was affixed. The form does not have to be signed by the inspector. This function may be assigned to office staff if desired by the licensee.



CHARLES H. BRONSON  
COMMISSIONER

Florida Department of Agriculture & Consumer Services  
Division of Agricultural Environmental Services

WOOD-DESTROYING ORGANISMS INSPECTION REPORT

Section 482.226, Florida Statutes  
Telephone: (850) 921-4177

Licensee name \_\_\_\_\_ License Number \_\_\_\_\_

Licensee address \_\_\_\_\_

Inspector \_\_\_\_\_ Inspection Date \_\_\_\_\_ Identification Card No. \_\_\_\_\_

Requested by \_\_\_\_\_  
(Name) (Address)

Property Inspected \_\_\_\_\_  
(Address)

Specific structures inspected \_\_\_\_\_

Structures on property NOT inspected \_\_\_\_\_

Areas of structure(s) NOT inspected \_\_\_\_\_

Reason Not inspected \_\_\_\_\_

**SCOPE OF INSPECTION**

“Wood-destroying organism” means arthropod or plant life which damages and can reinfest seasoned wood in a structure, namely, termites, powder post beetles, oldhouse borers, and wood-decaying fungi.

THIS REPORT IS MADE ON THE BASIS OF WHAT WAS VISIBLE AND ACCESSIBLE AT THE TIME OF INSPECTION and is not an opinion covering areas such as, but not necessarily limited to, those that are enclosed or inaccessible, areas concealed by wall-coverings, floor coverings, furniture, equipment, stored articles, or any portion of the structure in which inspection would necessitate removing or defacing any part of the structure.

THIS IS NOT A STRUCTURAL DAMAGE REPORT. A wood-destroying organisms inspector is not ordinarily a construction or building trade expert and therefore is not expected to possess any special qualifications which would enable him to attest to the structural soundness of the property. IF VISIBLE DAMAGE OR OTHER EVIDENCE IS NOTED IN THIS REPORT (ITEM NUMBER (3) OF THIS REPORT) FURTHER INVESTIGATION BY QUALIFIED EXPERTS OF THE BUILDING TRADE SHOULD BE MADE TO DETERMINE THE STRUCTURAL SOUNDNESS OF THE PROPERTY. **This property was not inspected for any fungi other than wood decaying fungi, and no opinion on health related effects or indoor air quality is provided or rendered by this report. Individuals licensed to perform pest control are not required, authorized or licensed to inspect or report for any fungi other than wood decaying fungi, nor to report or comment on health or indoor air quality issues related to any fungi. Persons concerned about these issues should consult with a certified industrial hygienist or other person trained and qualified to render such opinions.**

THIS REPORT SHALL NOT BE CONSTRUED TO CONSTITUTE A GUARANTEE OF THE ABSENCE OF WOOD-DESTROYING ORGANISMS OR DAMAGE OR OTHER EVIDENCE UNLESS THIS REPORT SPECIFICALLY STATES HEREIN THE EXTENT OF SUCH GUARANTEE.

**REPORT OF FINDINGS**

(1) Visible evidence of wood-destroying organisms observed:  No  Yes \_\_\_\_\_  
(Common Name of Organisms)

Locations: \_\_\_\_\_

(2) Live wood-destroying organisms observed:  No  Yes \_\_\_\_\_  
(Common Name of Organisms)

Locations: \_\_\_\_\_

(3) Visible damage observed:  No  Yes \_\_\_\_\_  
(Common Name of organisms causing damage)

Locations: \_\_\_\_\_

(4) Visible evidence of previous treatment was observed:  No  Yes \_\_\_\_\_

Explain: \_\_\_\_\_

(5) This company has treated the structure(s) at time of inspection:  No  Yes **If YES:** A copy of the contract is attached.  
\_\_\_\_\_  
(Organisms treated) (Pesticide Used)

(6) This company has treated the structure(s)  No  Yes **If YES:** Date of treatment: \_\_\_\_\_  
\_\_\_\_\_  
(Common name of organisms) (Common name of pesticide)

(7) A notice of this inspection  and/or treatment  has been affixed to the structure(s)  
\_\_\_\_\_  
(Location of notice(s))

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

Neither the licensee nor the inspector has any financial interest in the property inspected or is associated in any way in the transaction with any party to the transaction other than for inspection purposes.

SEND REPORT TO PERSON WHO REQUESTED THIS INSPECTION AND TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Licensee or Agent \_\_\_\_\_ Date \_\_\_\_\_