



## 2-10 HBW® Inspection Procedures

For all inspections performed by your company for Builders who are members of the 2-10 Home Buyers Warranty® (2-10 HBW®) program, the following procedures must be followed:

- ◆ For each inspection, you must fill out the applicable HBW-U31, U32 or U33 form.
- ◆ The Builder member will contact your company directly to request an inspection.
- ◆ Prior to conducting your inspections, you must always inform the Builder member up front as to the fees charged by your company. Fees are negotiable and should be based as closely as possible to the FHA/VA inspection rate in your area.
- ◆ A majority of the inspection fees will be paid directly by the Builder member to your company. However, when specified, some inspections may be paid for by 2-10 HBW®.
- ◆ If the Builder member paid your company directly for the inspection(s), please be sure to mail 2-10 HBW® the inspection reports immediately to avoid any possible delays in releasing the appropriate closing paperwork to the Builder.
- ◆ All engineering paperwork must be completed, signed and sealed by an authorized engineer who is on the approved list of engineering personnel provided by your firm to 2-10 HBW®.
- ◆ Mail all forms back to your 2-10 HBW® regional office located at:

2-10 Home Buyers Warranty  
One Denver Highlands  
10375 E Harvard Ave, Suite 100  
Denver, CO 30092

If you have any questions or need additional inspection forms, please contact our Enrollment Compliance Department at (800) 488-8844. Our office hours are Monday through Friday from 8:00 AM to 5:00 PM MDT.

**Please note that these procedures may be updated from time to time by 2-10 Home Buyers Warranty®. You will be notified immediately if any changes are made to the 2-10 HBW® Inspection Procedures for your area.**