

## **Millennium Information Services, Inc.**

### **New Inspector Information- Things to know before you get started**

#### **PURPOSE OF INSPECTION:**

Maintaining or acquiring homeowners insurance – we refer to this as either renewal business, or new business. The purpose of these inspections is to gather information on the home such as construction type and building materials, as well as any negative conditions on the home. This information is used to calculate a replacement cost on the property, as well as identify any hazardous conditions that may exist. You, as the independent contractor, will be required to go out to the properties and take photos, identify and photograph hazards, measure the home and complete a sketch of the home. The information gathered in the field will then be input into our system.

#### **TIME SENSITIVE:**

Our business is very time sensitive. Depending on the type of inspection and the area that you cover, time service will range from 5-20 days for you to complete the inspection in the field and upload into our system for our quality team to review. Some of our clients will require appointments for particular inspections, such as a supplemental inspection.

#### **TOOLS & MATERIALS NEEDED**

100 Foot tape measurer

10-12" measuring wheel

Camera with GPS and a minimum 5x Optical Zoom (recommend 10x)

5-6' Camera Pole for obtaining roof photos

17' ladder for roof inspections (if these particular inspections are currently in your state and additional compensation is received)

PC desktop or laptop (Apple and Android not supported)

#### **REPLACEMENT COST FORMS**

You will fill out forms that identify home characteristics such as style of home, building materials, and construction type. The forms are easy to navigate with drop downs to choose from or boxes to enter the information into.

#### **SKETCH PROGRAM**

We have our own sketch program, if you have experience with Xactamate, rapid sketch, auto cad...our program should be fairly easy for you. If not, no worries we have training for this as well (Sketching will be gone in over in great detail during the 4 hour Intro Training)

**PHOTOS:**

Some required photos will be Address, Front, Back, Left, Right side of the home, roof photos and any negative conditions on the home or around the property.

**TRAINING AND HELP:**

We have a full training department here at Millennium. Everyone that comes on board with us is required to go through the New Hire Training. This training is an unpaid session and offered every Monday morning and Wednesday afternoon. This is a 4.5 hour session that is done with a live trainer via GoToMeeting. We offer several optional training sessions as well as a Help Desk.

Once the new hire training has been completed, you will be assigned 5 inspections to be completed in the field and uploaded into our system. Once they have been uploaded and you have notified your supervisor, you will then be set up for a 1 on1 review with one of our trainers via GoToMeeting to review the first 5 cases together.

**FEE SCHEDULE:**

Millennium pays their independent contractors per completed report based off of a fee schedule. The fee schedule is broke out into 4 different areas based on location.

Area 1 -Located within city – very populated

Area 2 – Suburbs of a city

Area 3 – Small rural town – away from large cities

Area 4 – Remote locations; low population zip codes

**PAY:**

Paid twice a month – 10<sup>th</sup> and 25<sup>th</sup>

First pay period runs 1<sup>st</sup>-15<sup>th</sup> – paid on the 25<sup>th</sup>

Second pay period runs 16<sup>th</sup> – end of the month – paid on the 10<sup>th</sup>

All contractors paid by direct deposit

**On Boarding Process:**

New hire packet will be emailed to you with instructions on all paperwork. We request all new hire documents are sent back to us in 48 hours along with a color head shot photo for your ID Badge (Professional please) and a copy of your valid Driver's License.

All Independent Contractors are required to pass a Background Check which looks into criminal and motor vehicle history for the last 7 years. We do not do a credit check and there will be a drug screening. Once the background check comes back clear, you will be signed up for training followed by your first 5 inspections and your 1 on 1. (1 on 1 is a meeting via GoToMeeting where one of our trainers will meet with you and review your first 5 cases together)

**\*\*You are not charged for your new hire paperwork, training, background check or drug screening\*\***

**\*\*You will be charged a \$60 background check fee for any SUB Contractor that your supervisor has approved to come work with you\*\***

\*\*\*\*\*IF YOU ARE AN ACTIVE PROPERTY AND CASUALTY AGENT WE ARE NOT ABLE TO USE YOUR SERVICES DUE TO A CONFLICT OF INTEREST\*\*\*\*\*

\*\*\*\*\*PLEASE BE ADVISED THAT THIS DOCUMENT IS SUBJECT TO CHANGE AT ANYTIME\*\*\*\*\*