



# NRCIA Leads Process

INTERNAL USE ONLY

Current Cost Per Lead: **\$0**

\*SUBJECT TO CHANGE\*

## Lead Process

1. Receive notice from NRCIA of request in your area via email
2. Respond to the request within 4 business hours Yes or NO
  - a. Business Hours: (8am - 2pm PST)
  - b. If no response, the lead will be passed onto another inspector in your area (if applicable)
3. Receive full information of request
4. Reach out to lead ASAP to setup inspection

## Information Provided

Name  
Location (City / State / Zipcode)  
Contact (Phone / Email)  
Basic Request  
Estimated Inspection Date

**NRCIA Leads are not prequalified.** Once choose to receive a lead from the NRCIA you are responsible for understanding the true nature of their needs and setting up an inspection appointment.

## How to Qualify Leads

1. Ask the lead what they need to be inspected and why they need the inspection
  - a. Use this information & our decision tree decide the type of inspection
2. Ask when they need the inspection to be completed
3. Confirm that they will pay for the inspection
  - a. After entering the lead in InspectionPLUS, send them the Pre-Inspection Agreement



## Tips

- Respond quickly
- Introduce yourself as a certified NRCIA Inspector
- Keep your service area up-to-date in your member profile
- If you're too busy to accept NRCIA leads, send an email to [memberships@nrcia.org](mailto:memberships@nrcia.org) or your success manager, requesting to pause leads.
  - To unpause, send us an email letting us know you are ready to receive leads again

## Reference Resources

[NRCIA Inspection Decision Tree](#) - Understand the type of inspection the client wants

[NRCIA Pricing Guidelines](#) - Suggested pricing structure for different types of inspections.

[NRCIA Service Glossary](#) - Comprehensive glossary for NRCIA terms and services