

RD AN No. 3997 (1924-A)  
July 14, 2004

TO: Rural Development State Directors  
Rural Development Managers  
Community Development Managers

ATTN: All Rural Housing Staff, State Architects,  
Engineers, Construction Analysts and Inspectors

FROM: Russell T. Davis (*Signed by Russell T. Davis*)  
Administrator  
Rural Housing Service

SUBJECT: Acceptance of Termite Forms

**PURPOSE/INTENDED OUTCOME:**

The purpose of this Administrative Notice (AN) is to instruct and inform the Rural Development staff on the use and acceptance of the following National Pest Management Association's (NPMA) forms used in the Rural Housing Service programs:

Reference: <http://www.pestworld.org/>

- Form **NPCA-99a**, Subterranean Termite Soil Treatment Builder's Guarantee
- Form **NPCA-99b**, New Construction Subterranean Termite Soil Treatment Record
- Form **NPCA-1**, Wood Destroying Insect Infestation Inspection Report

**COMPARISON WITH PREVIOUS AN:**

This AN updates RD AN No. 3395 (1924-A) dated April 20, 1998, which expired on April 30, 1999.

EXPIRATION DATE:  
July 31, 2005

FILING INSTRUCTIONS:  
Preceding RD Instruction 1924-A

## **BACKGROUND:**

The Department of Housing and Urban Development's (HUD) form HUD 92052, Termite Soil Treatment Guarantee is obsolete. Therefore, in those areas subject to termite damage Rural Development will accept the NPMA forms to show either chemical soil treatment against termites or physical control measures have been provided for new construction or a certification inspection and any needed remediation has been performed for existing construction Forms NPCA-99a and 99b are the product of input and negotiations between the pest control industry, state regulators, HUD, the Department of Veteran Affairs, and the National Association of Home Builders.

## **IMPLEMENTATION RESPONSIBILITIES:**

### **New Construction – SFH and MFH**

The requirements of this Administrative Notice for new construction are only applicable in jurisdictions where applicable building codes require treatment to prevent termite infestation.

Forms NPCA-99a and 99b must be used together. These NPCA forms will properly inform Rural Development and the applicant as to the type of guarantee issued by the builder. The forms will also provide information as to actual work performed by the licensed pest control operator (PCO) to reduce the chances of infestation by subterranean termites. The forms clearly delineate the responsibilities of the builder and PCO.

The licensed pest control company must complete NPCA-99b. The form must be used as an attachment to the builder's form, NPCA-99a. The builder is responsible for distributing the completed forms. If a state or local jurisdiction has more stringent record keeping requirements than the NPCA-99b, then the state or local form may be accepted in place of the NPCA-99b. The state or local form would be attached to the NPCA-99a.

Forms NPCA-99a and 99b, original or copies, must be part of the construction section of the case file.

### **Existing Construction – SFH and MFH**

Form NPCA-1, Wood Destroying Insect Infestation Inspection Report, will be accepted as certification that an existing structure is free from wood destroying insects. A state form is acceptable in those states that require the use of a state form in all transactions. For Rural Development purposes, Form NPCA-1 or state forms will be valid for 90 days from the date of the inspection. (note: this form is currently being revised by NPMA and HUD and should be available early in 2005.)

If the wood destroying inspector's statement or other information indicates structural damage due to insect infestation, evidence must be provided that the damage was properly corrected and the dwelling treated prior to loan closing.

Sample copies of the NPCA forms are attached. Forms NPCA-99a, NPCA-99b and NPCA-1 are not Rural Development forms but are available for free download from the HUD website at [www.hud.gov](http://www.hud.gov). These forms are also available for purchase by builders and PCO's through the National Pest Management Association, Resource Center 8100 Oak Street, Dunn Loring, Virginia 22027, phone (800) 678-6722 or (703) 573-8330, fax (703) 573-4116 or from the NPMA website at <http://www.pestworld.org/>.

Please direct all questions pertaining to this notice to Michel M. Mitias, Architect, Program Support Staff at (202) 720-9653.

Attachments:

1. NPCA-1
2. NPCA-99a
3. NPCA-99b