



NEW HOME WARRANTY SERVICE REQUEST

Name: _____ Date: _____

Address: _____ Lot#: _____ Move-in Date: _____

Phone: _____ Alt Phone: _____ Email: _____

I understand work will be done Monday thru Friday, however, please do **not** schedule repairs on the following days and times:

New Home Warranty Service requests must be submitted in writing. We ask that you use this form for all your warranty service requests. Requests made in letter will also be accepted. Verbal or telephone requests cannot be accepted, except in the case of an emergency. Please detail, in the space provided below, the nature of the item requiring attention. Please be as specific as possible. Please remember that we provide one visit to correct settling issues. We highly recommend waiting until the end of your first year.

Item #1: (Please describe in detail) _____

Corrective Action: (To be filled out by service tech) _____
_____ Buyer Approval (Initial/Date) _____

Item #2: (Please describe in detail) _____

Corrective Action: (To be filled out by service tech) _____
_____ Buyer Approval (Initial/Date) _____

Item #3: (Please describe in detail) _____

Corrective Action: (To be filled out by service tech) _____
_____ Buyer Approval (Initial/Date) _____

Item #4: (Please describe in detail) _____

Corrective Action: (To be filled out by service tech) _____
_____ Buyer Approval (Initial/Date) _____

Go to our website for instructions on how to submit Warranty requests or feel free to email/fax this form.