



New Home Warranty Request Form

Date:	Name:
Address:	
Phone (c):	Phone (h)
Closing Date:	Email Address:
<input type="checkbox"/> Thirty Day Warranty	<input type="checkbox"/> One Year Warranty

All warranty requests must be submitted in writing. We asked that you use this form for all your warranty service requests. Verbal request made by telephone will not be accepted, except in the case of extreme emergencies.

General maintenance matters, which are the responsibility of the homeowner, will not be considered as a warrantable item. Please reference your Limited Warranty Addendum for clarification of what is covered. Please detail in the space provided below, the nature of the item requiring attention. Please be as specific as possible.

No.	Location	Item(s)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Appointment Preferences:

Best Day(s) Monday Tuesday Wednesday Thursday Friday

Best Time(s) 8:30am – 12:00 Noon 12:00 Noon to 4:00pm First Available

Date Received:	Assigned To:
Date Completed:	Homeowner Initials:

For Office Use Only