

Warranty/Service work form



Customer Name: _____

Address: _____

City & Zip: _____

Phone: (work) _____

(home) _____

Completion/Warranty starting date: _____

30 day warranty service work form due: _____

Year end warranty service work form due: _____

OFFICE USE ONLY: Date received:

*** ((Please fill in the blanks for work and home phone numbers so we can contact you.)) ***

DIRECTIONS:

- 1. Return 1st form 30 days after move-in date. Return 2nd form 12 months after move-in date by mail, fax, or drop it off at our office.** Which ever is convenient for you and remember that some manufacturer warranties expire 12 months from move-in date. Late warranty requests will be denied for free repair, Please remit per above due dates.
- 2. Emergency items should be promptly called into the appropriate offices.** (ex. Heating and cooling system failure, electrical shortages or water leaks). All other service work must be in writing.
- Only warranty items will be at **NO CHARGE**; problem items caused by Homeowner(s) or out of warranty items **WILL HAVE A CHARGE** to repair. (ex. Worn flooring, dents or smudges on walls to name just a few. Outside hose bibbs freezing due to hose not disconnected.) Please review your list before turning in warranty items, items not listed will not be fixed.
- Please allow 30 days for a response. When possible, an employee of Square 1 Builders, Inc. or a subcontractor will call to schedule an appointment in advance before any repairs or visits to the residence are made. However this is not always possible.

IT IS THE HOMEOWNER(S) RESPONSIBILITY TO FILL OUT AND TURN IN WARRANTY REQUESTS ON TIME WITH THE REQUESTED REPAIRS. WARRANTY SHEETS TURNED IN LATE MAY, CAN OR WILL BE REFUSED AND REPAIRS WILL BE MADE AT THE HOMEOWNERS EXPENSE.

PLEASE DESCRIBE ROOM & POSSIBLE PROBLEM:

FOR OFFICE USE ONLY:

HEATING & COOLING: (Emergency # only: Schmucker Heating (574 642-4502)

PLUMBING: (Emergency # only: Rich's Plumbing (574) 320-3612)

ELECTRICAL: (Emergency # only: K&W Electric (574) 534-1200)

