



Warranty Service Request Form

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With the exception of emergencies (loss of electricity, loss of heat, loss of water, gas leaks, etc.) all requests for service must be submitted to Spinell Homes in writing. We will contact you to schedule an inspection appointment. Appointments are scheduled between 8:30 a.m. and 5:00 p.m. Monday through Friday. Spinell Homes must have access to the property to inspect and complete necessary repairs. Please be available or leave a key in the key box. In the event of an emergency reference the Spinell Homes Warranty and Standards Agreement.

Name: _____ Date: _____

Address: _____ Lot/Block: _____

Home: _____ Subdivision: _____

His Cell Phone: _____ Plan: _____

His Work Phone: _____ Closing Date: _____

Her Cell Phone: _____ Her Work Phone: _____

Email Address: _____

Service Requested	Action Taken (To be completed by Spinell Homes)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
Comments: _____	_____
_____	_____

☐ Key Box Code (?) _____

☐ Initial Authorization to Enter _____

Homeowners Signature _____