



# **Warranty Service Request Form**

## **Warranty Service Request Form**

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 \_\_\_\_\_