



## NORFOLK HOMES SERVICE REQUEST FORM

Date \_\_\_\_\_

Purchaser \_\_\_\_\_

Address \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ Work \_\_\_\_\_ E-Mail \_\_\_\_\_

LOT NO. \_\_\_\_\_ Closing date \_\_\_\_\_  90 Day Service Request  1 Year Service Request

**OUR GOAL IS TO COMPLETE THE WARRANTY SERVICE ON YOUR HOME WITHIN 10 DAYS. THE SCHEDULED APPOINTMENT WILL BE WITHIN 3 DAYS OF RECEIPT OF THE WARRANTY REQUEST. PLEASE PROVIDE US WITH 3 DAYS THAT YOU ARE AVAILABLE FOR US TO PERFORM THE SERVICE WORK LISTED BELOW.**

#1. \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

**Appointment times 8-4pm M-F. Please be sure someone the age of 18 or over is present during all repairs. WE WILL MAKE EVERY ATTEMPT TO SCHEDULE YOUR SERVICE WORK AT ONE OF THESE TIMES LISTED ABOVE.**

Items needing repair or Adjustment

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**UPON SUBMIT THIS FORM TO: 277 Mallory Station Rd. Suite 106 Franklin, Tn. 37067. ATTENTION: Warranty Service: or email to [nashvillewarranty@norfolk-homes.com](mailto:nashvillewarranty@norfolk-homes.com)**

*Please take time to include ALL ITEMS on this form to ensure a complete history of service work performed on your home.*

**An emergency would include severe plumbing problems, no heat during very cold weather, hazardous electrical problems, or any circumstance that endangers the occupants of your home. If you have an emergency, call Norfolk Homes emergency Number at 615-567-5745. To speak to a representative to schedule your warranty appointment, please call 1-888-772-5770.**

*“We understand the privilege of the trust that you’ve placed in us to build and service your dream home. We do not take this opportunity lightly. It’s important to us that you know we never forget your home is an extension of who you are and how you live. Our company finds great satisfaction in fulfilling your dream of home.”*

*~Kevin Dattilo, Division President*