

NORFOLK HOMES SERVICE REQUEST FORM

Date _____

Purchaser _____

Address _____

Telephone (Home) _____ Work _____ E-Mail _____

Unit No. _____ Closing date _____ 90 Day Service Request 1 Year Service Request

Items needing repair or Adjustment	Date Completed	Homeowner Initials
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

Please add any comments about the items listed above or about the quality of the service you have received from our Warranty Service Department. **UPON COMPLETION RETURN FORM TO: 8178 JACKSON ROAD, SUITE D, ANN ARBOR, MICHIGAN, 48103, ATTENTION: Warranty Service GSteele@norfolk-homes.com**

In order for NORFOLK HOMES to provide better service to all customers, please take time to include ALL ITEMS on this form. Items added during your service appointment may not be handled due to equipment scheduling and time constraints.

***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 Kramer Triad's emergency phone number which is monitored 24 hours a day, seven days a week (734) 973-5500 if you live in Northside Ridge or Summerfield Glen . Or call Your Peace of Mind's emergency phone number which is (517) 545-3900 if you live in Oak Grove, Magnolia Park, or Tamarack Glen.**