

### Homebuyer Service Request Form

In order to provide you with prompt service, we request that you do the following prior to submitting your request for service:

- 1) Determine if the item is a maintenance or warrantable issue by referring to your warranty manual.
- 2) Determine access time. Remember all warranty repairs are done Monday through Friday 8:00am – 4:00pm. The Manors at Valley Ranch, Ltd will not accept keys to your home. You must provide access for warranty work.

Name: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone1: (\_\_\_\_) \_\_\_\_\_

Closing Date: \_\_\_\_\_ Work Phone2: (\_\_\_\_) \_\_\_\_\_

#### ITEMS:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

#### HOMEBUYER SERVICE DEPARTMENT COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_

Please complete form and mail or fax to the above address. The Manors at Valley Ranch, Ltd. will perform work during the hours stated above and will attempt to meet scheduled times. The following date & time is most convenient for you:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ at (circle one) Morning or Afternoon.  
*month day year*

\_\_\_\_\_  
Homeowner Signature / Date

\_\_\_\_\_  
The Manors at Valley Ranch, Ltd. Rep. / Date

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#### TO BE SIGNED BELOW AFTER COMPLETION

\_\_\_\_\_  
Homeowner Signature / Date

\_\_\_\_\_  
The Manors at Valley Ranch, Ltd. Rep. / Date