**Warranty Service Request Form**

3333-4 Rue Royale, St. Charles, MO 63301 • Email: warrantyservice@whittakerhomes.com
(636) 916-1015 • Fax (636) 916-2029
**www.whittakerhomes.com**

( ) 45 Day Letter ( ) 11 Month Letter ( ) Miscellaneous

For your protection and to allow efficient operations, our warranty service system is based on your written report of non-emergency items. Please use this form to notify us of warranty items. Submit your request to the address shown above. Service appointments are available from 7 a.m. to 3:30 p.m., Monday through Thursday. Thank you for your cooperation.

**LOT NUMBER** _____ **SUBDIVISION** _____

**NAME** _____ **HOME PHONE** _____

**NAME** _____ **WORK PHONE** _____

**ADDRESS** _____ **WORK PHONE** _____

**DATE OF CLOSING**_____ **E-MAIL ADDRESS** _____

| WARRANTY SERVICE REQUESTED | ACTION TAKEN | *Service Action** | | |
|---|---|---|---|---|
| | | Warranty | Courtesy | Maintenance |
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**Warranty* or ***Courtesy*** indicates Builder will correct. ***Maintenance*** indicates a homeowner's responsibility. We cannot be responsible for verbal requests for service. Please understand that Whittaker Homes will correct all warrantable items noted above within a reasonable period of time, weather permitting and any causes beyond the control of Whittaker Homes. The correction of these items does not expand or alter the terms of the Sales Contract or of any warranty.

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Signature of Home Owner Date

**IMPORTANT: It is crucial that you turn in your 11 month letter in the beginning of the 11th month that you live in your new home.** Some of the products in your home are provided by subcontractors other than Whittaker Homes ( i.e., appliances, electrical) and may have separate manufacturers warranties from the company that provided that particular product or service. In many cases, these warranties cover labor charges for the first year only. After the first 12 months, you will be charged for any labor provided on these products or services.

**To avoid these potential charges, please review your warranties carefully and be sure to TURN IN YOUR 11 MONTH LETTER PROMPTLY!**

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