



RDV Homes Corp.
 7680 Universal Blvd Ste. # 220
 Orlando, FL 32819

Date Received	
Received By	
Sent Out	

Sample Warranty Service Request

In order to properly and quickly expedite your request the Homeowner/Homeowner's appointed representative needs to fill out the information below. Upon completion please fax this form to **407-781-1099**. We will contact you in 48 business hours to set up an inspection appointment. Service appointments are available from 8:30 a.m. to 4:00 p.m., Monday through Friday.

For emergencies please contact 800-713-1327.

Please Note: A list of problems which constitutes an emergency is included in your Homeowner's manual. Improper use of this service could cause Homeowner applicable service charges.

Homeowner/Homeowner's appointed representative must be present throughout the duration of work to be completed with no exceptions.

DON'T FORGET TO INCLUDE YOUR CONTACT INFORMATION

Name: Joe Homeowner

Address: 222 Service Ticket Lane

Phone (Home) 999-999-9999

Phone (Work) 999-999-9999

Phone (Cell) 999-999-9999

Date: 00/00/00

Location	Service Requested	Service Action		
		Warranty	Courtesy	Denied
Bedroom	Door Handle Broken			
Kitchen	Disposal will not work			
A/C	Not working			
Hot Water Heater	Hot water not working			

If warranty or courtesy, the builder will assume responsibility. If denied, the reason will be listed below and the Homeowner will assume responsibility.

NOTES

By Signing below you agree that all items above have been completed to your satisfaction

Signature:
