

SERVICE REQUEST FORM



As our customer service system is based on your written report of non-emergency items, please complete this form to notify us of service requests. After completing and signing below, you can mail or fax using the contact information shown below or submit your request via our website at mccaffreyhomes.com. Service appointments are available from 8:00 a.m. to 4:00 p.m., Monday through Friday. We appreciate your cooperation and look forward to providing you with efficient service.

Name _____

Date _____

Address _____

Community _____

City _____ State _____ Zip _____

Tract/Lot _____

Email _____

Plan _____

Phone _____ Home Cell Work

Close of Escrow _____

SERVICE REQUESTED

Please provide a complete description of the problem, for example "hall bath - cold water line leaks under sink," rather than "plumbing problem," or "electrical outlet in kitchen next to sink not working," rather than "outlet doesn't work".

ITEM#	DETAILED DESCRIPTION OF ITEM	ROOM & SPECIFIC LOCATION	ADDITIONAL INFORMATION
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Remember to allow 4 to 6 weeks to complete a repair for a replacement item that must be ordered (i.e. window or cabinet). Thank you.

Homeowner Signature _____

Date _____