

**e-mail to:** warranty@brooksandfreund.comand Project Manager

**WARRANTY REPAIR REQUEST FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT:** |  | **CLAIM** # |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE ISSUE NOTED:** |  |  | **DATE SENT TO B&F:** |  |

|  |
| --- |
|  |
| **BUILDING:** |  |  | **CONTACT:** |  |
| **UNIT #:** |  |  | **CONTACT PH:** |  |
| **VACANT:** | **YES** | [ ]  | **NO** | [ ]  |  |  |  |
| **OCCUPIED REQUIRING NOTICE:** | **YES** | [ ]  | **NO** | [ ]  |  |
| **PETS?:** | **YES** | [ ]  | **NO** | [ ]  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **ISSUE (*describe*):** |  |
|  |
|  |
| **Has this issue occurred before?** |  | **# of times occurred:** |  |

**BROOKS & FREUND RESPONSE**

|  |  |
| --- | --- |
| **Subcontractor to be sent :** |  |
| **Date Scheduled:** |  |
| **Expected Time of Arrival:** |  |
| **Subcontractor to go to Rental Office:** |  |
| **Date Work is Completed:** |  |
| **Signature by Brooks & Freund:** |  |