



For Artisan Communities use only

Rep	Items
Coe	Lot/Phase

CUSTOMER SERVICE REQUEST

Name: _____ **Date:** _____

Community Name: _____ **Lot #:** _____

Address: _____

Home phone: _____ **Work phone:** _____

Cell phone: _____ **Email address:** _____

Permission to enter: Repairs that have been requested below will be performed only during normal working hours, 7:30 am to 4:00 pm. Customer Service providers are not permitted to enter at any time when only a minor is present. For purposes of completing Customer Service repairs that have been requested below, in our absence:

- Permission to enter is granted
 Permission to enter is not granted

Homeowner signature **Date**

Item	List below a brief description of items for warranty service	For Artisan Communities use:	
		Subcontractor	Completed

COMPLETION OF CLAIM: All items on this Customer Service request have been completed.

Homeowner Signature: _____ **Date:** _____

Customer Service Rep: _____ **Date:** _____