[](http://www.brooksandfreund.com/)

**e-mail to:** [warranty@brooksandfreund.com](mailto:warranty@brooksandfreund.com)and 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:** |  |