



Neighborhood Housing Services of New Haven, Inc.

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A member of the national NeighborWorks network

Congratulations on becoming a new home owner. As you know, it is not uncommon for some problems to show up in a newly constructed or rehabilitated house once it becomes occupied. If you experience problems during your warranty period, please give them to us in writing by filling out this form at our offices, mailing or faxing it. You should keep a copy for yourself. Unless it is an urgent issue, please only submit a service request at one month, and six months, and one year after your purchase date. All other submissions will be held until the next request deadline.

PROPERTY ADDRESS _____

TODAY'S DATE _____ DATE YOU PURCHASED YOUR HOME _____

YOUR NAME _____

Home phone _____ Cell phone _____ Work phone _____ Email _____

OTHER APPLICABLE CONTACT PERSON _____ (spouse, adult son or daughter, tenant, etc.)

Home phone _____ Cell phone _____ Work phone _____ Email _____

Below, list the location and describe the problem. Please be as specific as you can. For example:

2nd floor kitchen – under sink- pipe going to dishwasher is leaking

1st floor rear entry hall – light switch doesn't work

-----Space below this line is for NHS staff use only. Please use back of page if you require additional space. -----

RECEIVED BY _____ DATE _____