



BUILDERS & ASSOCIATES, LLC  
 113 W. Ferry Street • Berrien Springs, MI 49103  
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 Email: [info@cbabuild.com](mailto:info@cbabuild.com)

### Single-Item Service Request Form

For your protection and to allow efficient operations, our system is designed based on your written report of non emergency items. Please use this form to notify us of a warranty item. Use a separate form for each item you report and mail to our warranty office. If an inspection is necessary, we will contact you to set an appointment. When approved, this sheet becomes the work order sent to the trade contractor. Appointments for inspection or service work are available from 8:00 a.m. to 4:00 p.m., Monday through Friday. *Thank you for your cooperation.*

<i>Name</i>	<i>Date</i>
<i>Address</i>	<i>Community</i>
<i>Phone/Home</i>	<i>Lot #</i>
<i>Phone/Work</i>	<i>Closing Date</i>

#### Homeowners' Use

Describe the items for which you are requesting warranty attention

#### Office Use

<i>Service Request #</i>	<i>Inspection required</i>
<i>Appointment</i>	<i>Inspected by</i>
<i>Service authorized</i>	<i>Work order issue date</i>
<i>Service to be provided by</i>	<i>Completion Date</i>

Trade contractor: Upon completion, note any comments regarding the work you performed, sign and date this work order, and return it to our warranty office. Thank you for your cooperation.

<i>Completed on</i>	<i>By</i>
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Homeowner \_\_\_\_\_