

# WARRANTY SERVICE REQUEST FORM

Please return to:  
SPINELL HOMES, INC.  
1900 W Northern Lights BLVD, Ste. 200  
Anchorage, AK 99517

With the exception of emergencies (loss of electricity, loss of heat, loss of water, gas leaks, etc.) all requests for service must be submitted to Spinell Homes in writing. Please use this form to notify us of warranty items. Mail to the address above. We will contact you to schedule an inspection appointment. Appointments are scheduled between 8:30 a.m. and 5:00 p.m. Monday through Friday. Spinell Homes must have access to the property to inspect and complete necessary repairs. Please be available or leave a key in the key box. **In the event of an emergency reference the Spinell Homes Warranty and Standards Agreement.**

Name \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Work Phone (His) \_\_\_\_\_  
Work Phone (Hers) \_\_\_\_\_

Date \_\_\_\_\_  
Subdivision \_\_\_\_\_  
Lot/Block \_\_\_\_\_  
Plan \_\_\_\_\_  
Closing Date \_\_\_\_\_

Service Requested (One item per line please)

Action Taken (To be completed by Spinell )

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
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Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Spinell Representative: \_\_\_\_\_

Key Box Code (?) \_\_\_\_\_ Initial Authorization To Enter \_\_\_\_\_  
Homeowner(s) Signature \_\_\_\_\_