EliteBuiltHomes.com
Committed to Excellence.
P.O. Box 43607
Louisville, KY 40253
502-245-6159

# REQUEST FOR SERVICE FORM

Customer Name: _____ Today's Date: _____

Home Address: _____ Close Date: _____

Community Name: _____ Lot No: _____

Email Address: _____

Contact Phone: _____

All requests must be in writing. We invite you to submit your requests via email or fax. Prior to submitting your request, we suggest you review the Home Owner's Limited Warranty and NAHB Performance Standards to assist in determining if the item is potentially covered by the Home Owner's Limited Warranty, a separate manufacturers warranty, or if it is your maintenance responsibility. If the request was an emergency and handled as noted in the Customer Care Manual, please submit this form so we have documentation of the matter.

| Item No. | Date First Noticed | Description |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

My Appointment Preferences (For visit to my home):

Best Days: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ First Available

Best Times: ☐ 8:00 a.m. – 12:00 noon ☐ 12:00 noon to 4:00 pm ☐ First Available

Customer's Signature: _____

RETURN THIS FORM VIA:

EMAIL customercare@elitebuilthomes.com
MAIL Elite Built Homes – Customer Care Department
16218 Shelbyville Road, Louisville, KY 40245
FAX 502-245-4898