

Habitat for Humanity of Monroe County Warranty Request Form

Name: _____

Date: _____

Address: _____

E-mail address: _____

Phone #1:(____) _____ Phone #2 (____) _____

Best way to contact you _____

Best times for a home evaluation _____

Please answer the following:

1. **Circle one answer:** Is this a mechanical problem - having to do with electrical, plumbing, or Heating and cooling (HVAC) or other subcontracted work such as carpets/vinyl, drywall, gutters, or closet shelving? **Yes** (go to question 2) or **No** (skip to question 4)

2. **Circle one answer:** If you have a mechanical or other subcontractor problem as listed in #1, have you contacted your subcontractor? **Yes** (go to question 3) or **No** (stop here and contact your subcontractor)

3. **Please summarize what happened with the subcontractor:** _____

4. **Please provide a description of your warranty issue:** _____

Return this form to: Habitat for Humanity of Monroe County attn.: Director of Construction, 213 E. Kirkwood Avenue, Bloomington, IN 47408) or scan and e-mail to construction@monroecountyhabitat.org

Your grievance will be addressed by the Director of Construction within 7 days of receipt of this form and will be followed by a written response. If you do not hear back within this time frame, please contact the Family Services Director at 812-331-4069. Please make sure that all contact information is filled out and legible.

For Office Use Only
