KEM HOMES

Pride in Quality

P. O. Box 1845
Fort Collins, CO 80522
970-223-4900 FAX 970-223-4901
Email: quality@kemhomes.com
Web: kemhomes.com

Homeowner Service Request

Name: _____ Date: _____
(Please Print)
Address: _____

Home Telephone No.: _____ Work Telephone No.: _____

Except for items on the original "Customer Walk-Through" form, KEM cannot service requests less than 90 days after closing. Items resulting from move-in or homeowner damages cannot be serviced by KEM without additional charge. To better ensure the best service, KEM can accept service requests only in writing, and only on this form. Thank you for your cooperation.

Please be specific. Mail, FAX, or deliver this form to KEM at the above address, or visit our website at *kemhomes.com*. Please keep a copy of this request for your records. You will be contacted within three working days of our receipt of this form.

Coordination of schedules and access are the greatest impediments to providing you with the best service. Providing KEM a key will greatly facilitate our service to you. This will be discussed when we contact you. KEM will notify you of any scheduled entry, and return your key upon completion of the work.

_____ A key is enclosed/attached. KEM and/or its agents have my permission to enter to perform any work noted below. KEM will always notify you by phone of any entry.

X

Homeowner's Signature **Date**

	Completed
Exterior:	
Interior:	

Acceptance: All of the above items have been satisfactorily completed/adjusted.

X _____

Homeowner's Signature Date

FOR KEM OFFICE USE ONLY

Received by KEM: _____ *KEY:* _____*Yes* ____*No* *Date Closed:* _____*Plan/Model* _____

To Field: _____*Date:* _____ *Completed by* _____ *Date:* _____

Confirmation call to homeowner: _____