

Builder Communication & Warranty Claim Log

Use one log per issue or claim. Record each contact and promise, including dates and required follow-up. Keep copies of all submissions and supporting records.

Property owner / name

Builder / developer

Property address

Warranty expiration

Claim / ticket number

Date first reported

Concise description of issue (include location)

SUBMIT CLAIMS THROUGH THE REQUIRED CHANNELS

Keeping this log does not itself submit a warranty claim or extend contractual or statutory deadlines. Submit claims through required channels, meet applicable deadlines, and preserve proof of submission and receipt.

Communication & claim history

Suggested status: Open • Awaiting response • Scheduled • Completed • Reopened

Date	Contact / person / channel	Issue or warranty claim	Builder response / promise	Next step / deadline	Status

Continue on page 2. Attach related records and retain a copy of this log.

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CONTINUATION • Use additional copies for more entries.

Owner / property address

Claim / ticket number

Date	Contact / person / channel	Issue or warranty claim	Builder response / promise	Next step / deadline	Status

Follow-up notes

Records / evidence checklist

☐ Photos

☐ Emails

☐ Portal submissions

☐ Repair orders

☐ Inspection reports