

# MARACAY HOMES

## CUSTOMER COMMUNICATIONS FORM

(For Homes Under Construction **ONLY** - Not For Warranty Service Requests)

ALL COMMUNICATIONS OR CONCERNS ABOUT THE CONSTRUCTION OF YOUR HOME SHOULD BE WRITTEN ON THIS FORM AND **SUBMITTED TO YOUR SALES ASSOCIATE**

CUSTOMER: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMUNITY/HOMESITE: \_\_\_\_\_ DAY PHONE: \_\_\_\_\_

CUSTOMER INITIALS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CUSTOMER'S COMMUNICATION:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_

SALES ASSOCIATE - Is the above communication(s) in Customer's Purchase Agreement? (Circle one):

- YES (Deliver to Project Manager)  
NO (Please discuss with Customer)  
OTHER (Explain below and deliver to Project Manager)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_ INITIALS \_\_\_\_\_

PROJECT MANAGER - Is the above communication(s) part of start order? (Circle one):

- YES (Explain below)  
NO (Explain Below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_ INITIALS \_\_\_\_\_

Original: File

Canary: Project Manager

Pink: Customers Records