

# NEXSTAR *Homes*

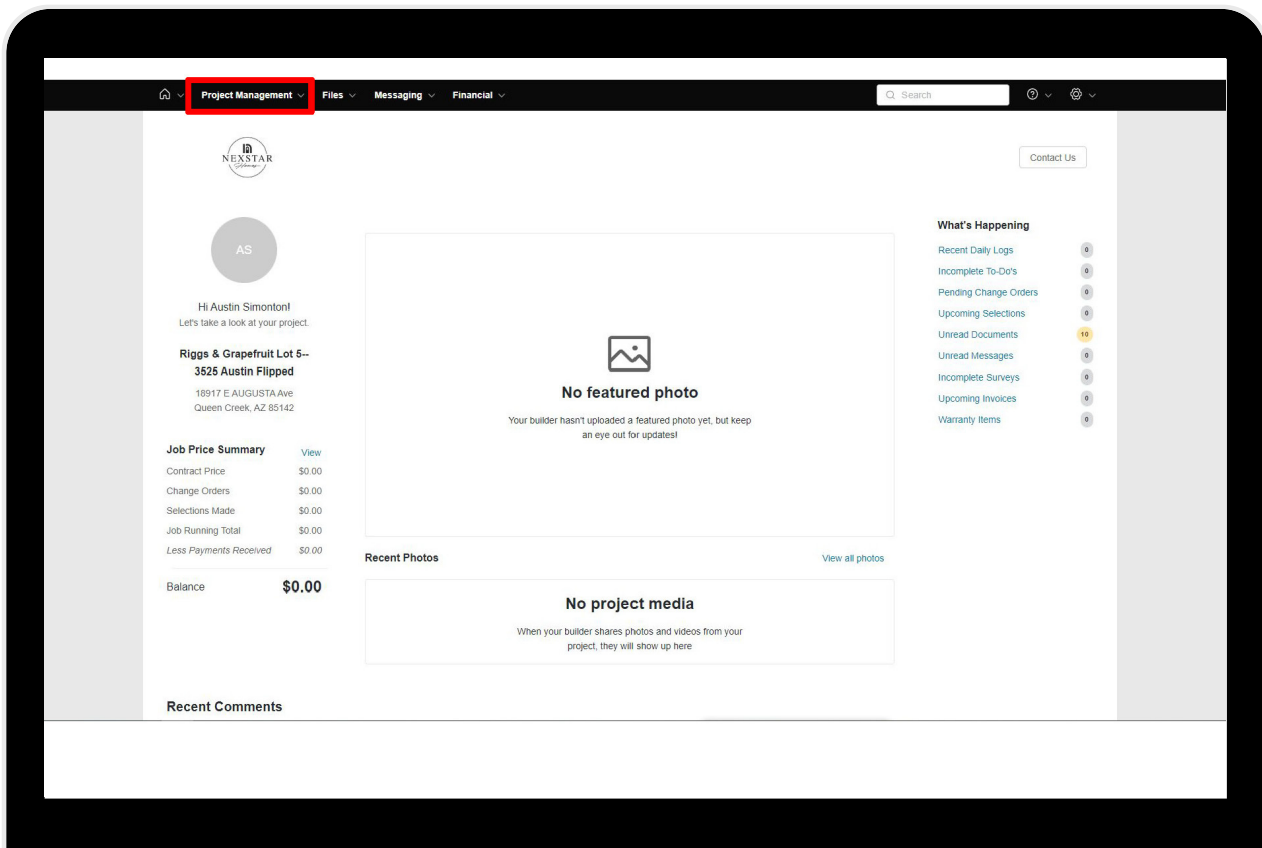
## SERVICE REQUEST INSTRUCTIONS

Our Customer Relations Department and/or Subcontractor will contact you to schedule an appointment to evaluate the status of the item and determine if the item is covered under subcontractor warranty, mfg. warranty, homeowner maintenance, or meets industry standards.

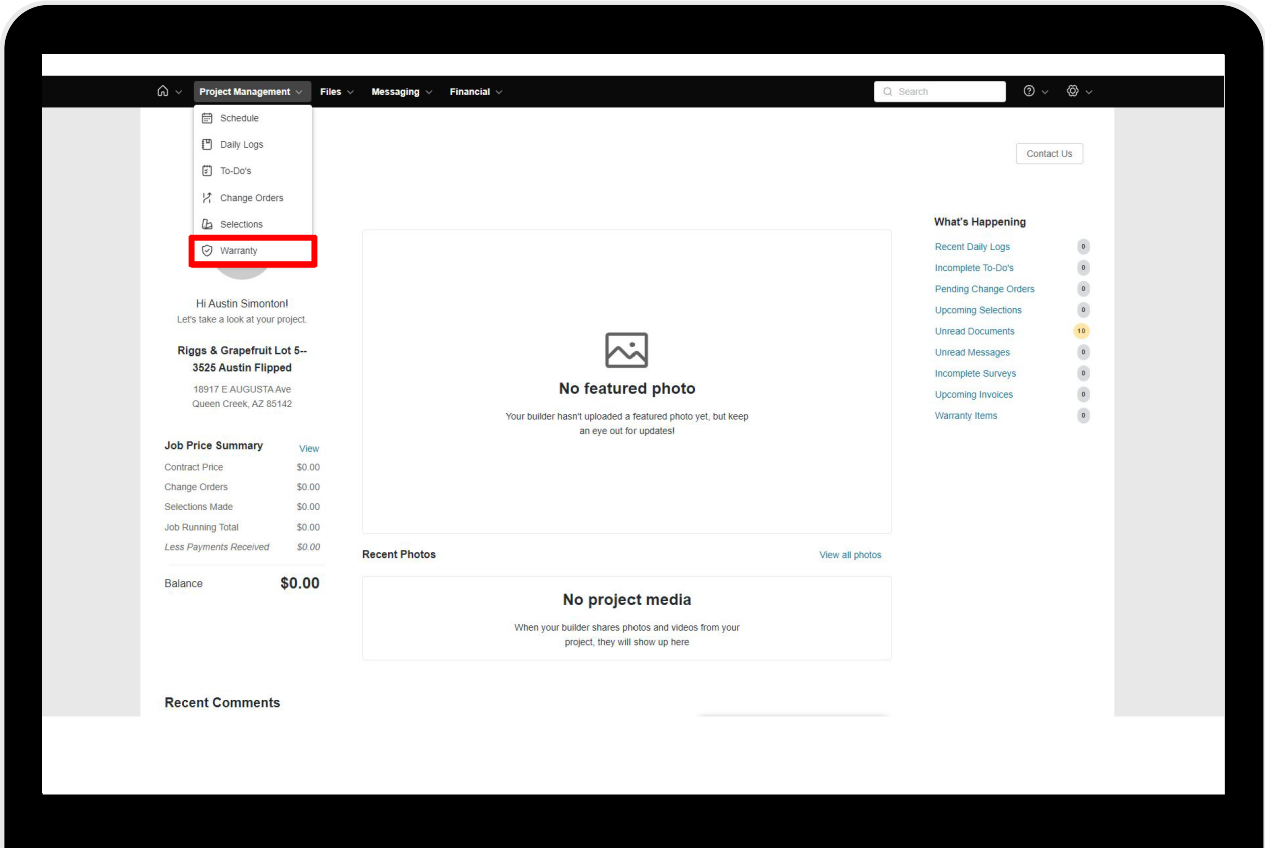
Appointments need to be scheduled during normal working hours Monday — Friday 8:00 am to 3:00 pm.

If you have any questions or need further assistance, please email our Warranty team at [Warranty@NexstarHomes.com](mailto:Warranty@NexstarHomes.com).

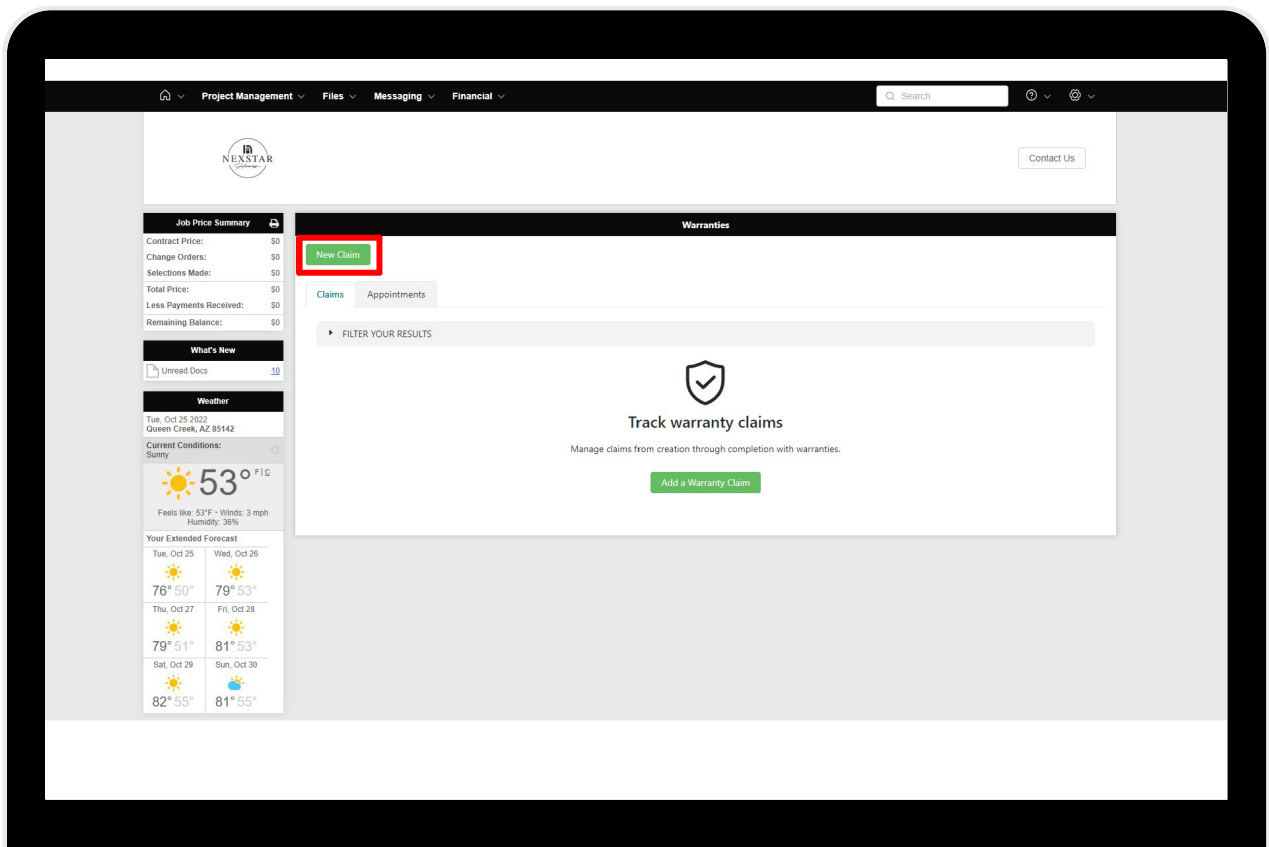
### STEP 1: CLICK PROJECT MANAGEMENT



## STEP 2: CLICK WARRANTY



## STEP 3: CLICK NEW CLAIM



## STEP 4: FILL OUT YOUR WARRANTY REQUEST DETAILS

The screenshot shows a laptop screen with a web application. A modal window titled "Warranty Request Details" is open, featuring a "Save" button at the top left. The form is divided into three main sections:

- Information:** Contains a "Title" text input field, a "Category" dropdown menu (set to "Unassigned"), a "Priority" dropdown menu (set to "Low"), and a "Description" text area.
- Attachments:** Includes an "Add" button.
- Messaging:** Displays the text "Messaging available after save".

The background of the laptop screen shows a sidebar with navigation options like "Project Management", "Files", "Messages", and "Financials". Below the sidebar, there are sections for "Job Price Summary", "What's New", and "Weather" (showing a forecast for Queen Creek, AZ).