

# 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 <u>Warranty@NexstarHomes.com</u>.

NEXSTAR		Contact Us
AS Hi Austin Simonton I Lets tata a look at your protect 3252 Austin Flipped 1891 TE AUGUSTA Are Queen Creek, A2 85142 Mole Creek State Contract Price State Contract Price State Contract Price State StateContract Price State	No featured photo Vour builder hasn't uploaded a featured photo yet, but keep an eye out for updates!	What's Happening         Recent Daly Logs       0         Incomplete To-Do's       0         Pending Change criders       0         Upcoming Selections       0         Unread Documents       0         Umead Messages       0         Incomplete Surveys       0         Upcoming Invoices       0         Warranty Items       0
Job Running Total \$0.00 Less Payments Received \$0.00	Recent Photos View all photos	
Balance \$0.00 Recent Comments	No project media When your builder shares photos and videos from your project, they will show up here	

### **STEP 1: CLICK PROJECT MANAGEMENT**

#### **STEP 2: CLICK WARRANTY**

<ul> <li>Charage Closestic</li> <li>Warranty</li> </ul> <ul> <li>A Ladit S monitodi</li> <li>Casta e a look at your project.</li> </ul> <ul> <li>A Ladit S monitodi</li> <li>Casta e a look at your project.</li> </ul> <ul> <li>A Sea S Grapefruit Lot 5-</li> <li>Sasza Austin Filipped</li> <li>Marcan Closek, Z Statza</li> </ul> <ul> <li>A De Price Summary New</li> <li>Charage Croses a solok</li> <li>Solok Running Total a Solok</li> <li>Solok Running Total a Solok</li> <li>Balanco Soloti</li> </ul> <th>V Project Management      File:     Schedule     Daily Logs     To-Dors</th> <th>s 🗸 Messaging 🗸 Financial 🧸</th> <th>Q. Search (3) v (6) v</th>	V Project Management      File:     Schedule     Daily Logs     To-Dors	s 🗸 Messaging 🗸 Financial 🧸	Q. Search (3) v (6) v
Balance \$0.00	Warranty     Hi Austin Simonton I Let's take a look at your project.     Riggs & Grapefruit Lot 5 3252 Austin Filipped     Ween Creek, A2 65142     Job Price Summary     View Contract Price 50.00 Selections Made 50.00	Your builder hasn't uploaded a featured photo yet, but keep	Recent Daily Logs     0       Incomplete To-Do'S     0       Pending Change Orders     0       Upcoming Selections     0       Unread Documents     0       Unread Messages     0       Incomplete Europs     0       Upcoming Invokes     0
When your builder shares photos and videos from your		No project media	Il photos

## STEP 3: CLICK NEW CLAIM

NEXSTA	
NEXSTA	R Contact Us
Job Price Summary	B         Warranties
Contract Price: Change Orders:	so so New Claim
Selections Made:	
Total Price:	80 Claims Appointments
Less Payments Received:	S0 Cams Appointments
Remaining Balance:	50
What's New	FILTER YOUR RESULTS
Unread Docs	
Weather	
Tue, Oct 25 2022 Queen Creek, AZ 85142	Track warranty claims
Current Conditions: Sunny	C Manage claims from creation through completion with warranties.
	2
	Add a Warranty Claim
Feels like: 53°F • Winds: 3 mp	
Humidity: 36%	
Your Extended Forecast Tue, Oct 25 Wed, Oct 26	
i ue, Oct 25 Wed, Oct 26	
76° 50° 79° 53°	
76°50° 79°53° Thu, Oct 27 Fri, Oct 28	
₹ 79°51° 81°53°	
79"51" 81"53" Sat, Oct 29 Sun, Oct 30	
Sat, Oct 29 Sun, Oct 30	
<b>82°</b> 55° <b>81°</b> 55°	

🎧 🗸 Project I	Manang Request Details	O Reach X	Ø ~
	Save		
NE	Information	Dontac	tUs
	Title *		
Job Price Summ			
Contract Price: Change Orders:	Category		
Selections Made: Total Price:	Unassigned ~		
Less Payments Received	Priority		
Remaining Balance:	Low		
What's New	Description		
Unread Docs			
Weather			
Tue, Oct 25 2022 Queen Creek, AZ 85142	Attachments		
Current Conditions: Sunny			
	Add		
Feels like: 53*F • Wind Humidity: 36%	Messaging		
Your Extended Forecast	wessaging		
Tue, Oct 25 Wed, C	Messaging available after save		
76° 50° 79°			
Thu, Oct 27 Fri, Or			
Sat, Oct 29 Sun, O	xct 30		
82° 55° 81°	50 <sup>°</sup>		

#### **STEP 4: FILL OUT YOUR WARRANTY REQUEST DETAILS**