

OFFICE OF THE ATTORNEY GENERAL
 CONSUMER PROTECTION DIVISION
 HOME BUILDER GUARANTY FUND CLAIM SUBMISSION FORM

LAST NAME	FIRST NAME	NAME OF BUSINESS YOU ARE COMPLAINING ABOUT	
STREET ADDRESS		STREET ADDRESS	
CITY, STATE, ZIP		CITY, STATE, ZIP	
DAYTIME PHONE #	EVENING PHONE #	PHONE #	
E-MAIL ADDRESS	FAX #	E-MAIL /WEB ADDRESS	FAX #

DATE OF CONTRACT _____ AMOUNT CLAIMED _____

CHECK THOSE THAT APPLY:

- Written notice of defect or other claim for loss has been sent to builder.
- Builder has been permitted reasonable access to the property, during regular business hours, to inspect and correct the alleged defect or other claim of loss.
- Warranty Security Plan Exists. If Yes:
 - Claim was filed with plan
 - Claim was denied in full
 - Claim was denied in part
 - Other (explain): _____

Attach **copies** of the following documents to this claim form (**Do not send originals.**):

- Written notice of defect sent to the builder
- Documentation of attempts to permit builder access to the property to inspect and repair the damage, if any
- Contract of sale, including all addenda and any change orders
- Engineering, inspection or other expert reports, if any
- Photographs, videotapes, diagrams, etc., if any
- Warranty security plan claim, including all documents submitted by any party to the claim, evidence of any recoveries in the claim, and the claim denial, if any
- Any other evidence in support of your claim

