Zeccola Builders Inc.
"Custom Quality in Every Home We Build"

1-Year Punch List Form

Name: _____ Phone (home) _____

Lot No. _____ Address: _____ (alt. no.) _____

Settlement Date: _____ Development: _____

Please list below the items for repair and send 30 days prior to the 1-year expiration of the Warranty Period to: **Zeccola Builders, Inc. 1082 Old Churchmans Road, Suite 201, Newark, Delaware 19713 or fax to 302.731.0010.** Should a written list not be furnished as per the above directions, Zeccola Builders, Inc. will have fulfilled our obligations to the Homeowner.

NOTE TO HOMEOWNER(S): The Homeowner or an adult must be at the home during the time(s) repairs are are being completed. Neither Zeccola Builders nor their subcontractors will enter the home unless an adult is present.

Please list all repairs and their locations:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Office Use Below:

Date Received: _____ Date Work Orders Sent: _____

Scheduled Date for Walk-Through: _____

revised 5/30/07

Note to All Homeowners regarding your 30-day and 1-year punch lists:

1) Please retain a copy of all punch lists for your records along with date sent to our office.

2) When submitting a 30-day punch list, we must receive this list no later 30 days after your original settlement date. After the 30-days have expired; no additional items will be accepted unless these items are noted as emergency items.

3) One month prior to the anniversary of your one-year settlement date, you will be given the opportunity, if necessary, to submit a 1-year punch list. We require this list to be in our office one month prior to your 1-year anniversary date due to the time limit in the Warranty Period. Punch lists received any later than noted, can not be guaranteed that the items listed will still be covered under the warranty. Most of our subcontractors' warranties expire after the one year term; by having your punch list to our office prior to the Warranty Period ending, this will give our office sufficient time to request items to be repaired.

4) When submitting a punch list, please either mail into our main office at 1082 Old Churchmans Road, Suite 201, Newark, Delaware 19713 or fax to 302.731.0010.

Upon the timely receipt of your punch list, we will review, inspect, investigate and/or test the item(s) listed. Once reviewed, if the item(s) listed need attention, we will contact you in a timely matter to make an appointment, if necessary, to repair and/or replace the item(s); work to the exterior of the home may not require an appointment. However, not all item(s) are deemed as our responsibly and may not be covered under the Warranty Period, such as items that are considered as normal wear-and-tear, homeowner's maintenance, etc. The decision to repair and/or replace any item(s) is at our sole discretion.