



Date _____, 20____

To Members of the Builder Standards Committee,

I am submitting my complaint to the West Tennessee Home Builders Association concerning _____, builder, for review by the Builder Standards Committee.

I understand the association is not liable for the correction of items in my complaint. I acknowledge the Association's ability to enforce the findings of the Builder Standards Committee is limited if the Committee's decisions are not respected by a member for him/her to comply with the decisions of the Builder Standards Committee.

I understand if the member complained against fails to comply with the findings of the Builder Standards Committee, the Board of Directors of the Association may take such action, including expulsion of the said member, as it may deem to be in the best interest of the Association. I further understand the Board of Directors decisions in this matter shall be final.

I understand that my signature on this form will be the authorization for the matter to be submitted to the Builder Standards Committee.

Name _____

Home phone _____ Work _____

Cell Phone _____ Email _____

Address _____

City _____ State _____ Zip _____

Date home purchased _____

Warranty Number (if a WestTNHBA New Home Limited Warranty, found on first signature page in Warranty Booklet) _____

Warranty Company (if other than WestTNHBA) _____

Has the Builder been notified of the complaint? Yes No

If yes, was the report written oral? (Please enclose a copy of report)

Is there litigation pending between you and your builder? Yes No

Please describe the nature of complaint. Give the specific section and page number, as listed in the “New Home Limited Warranty” for each item. Attach additional items in the same format if necessary).

Section	Page	Possible Deficiency
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____

I understand that my signature on this form will be the authorization for the matter to be submitted to the Builder Standards Committee.

Signature _____

Date _____

Return to: The West TN Home Builders Association
Builder Standards Committee
5400 Poplar Avenue, Ste. 200
Memphis, TN 38119