



# CITY OF BUCKEYE

## Warranty Walk-Through Request Form

Date Received:

(Complete this form and forward to Patsy Fawcett by fax at 623-349-6241 or email at pfawcett@buckeyeaz.gov)

**NOTE:** The Warranty Walk request will have a 1 week processing time to allow for Department approvals, project reviews, and scheduling.

Project Name: \_\_\_\_\_

Phase or Parcel Name: \_\_\_\_\_

General Project Location: \_\_\_\_\_

Permit No. (s): \_\_\_\_\_

Developer/Owner Name: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Requestor Phone Number: \_\_\_\_\_

Requestor Email Address: \_\_\_\_\_

Notes: \_\_\_\_\_

**PLEASE NOTE:**

1. A representative from each of the sub-contractors must attend. Failure to have the proper representation could result in the walk-through to be cancelled.
2. The Developer's Representative is required to provide a copy of the punch list after the Warranty Walk-Through has been completed to the Construction Department.
3. Once the punch list work is complete, the punch list must be signed off by the inspector stating that all punch list items have been satisfactorily completed. The Developer's Representative is required to provide a copy of the signed completed punch list to the Construction Department.
4. The Warranty Punch List must be completed within 30 days of the Warranty Walk-Through. If the Punch List is not submitted within 60 days of the Walk-Through, the project will be required to be re-walked with a new punch list.

Scheduled: \_\_\_\_\_

All questions concerning the required information for your project and all requested documentation should be directed to Patsy Fawcett at 623-349-6241 or email at pfawcett@buckeyeaz.gov.