

**NOTICE OF EXPIRATION OF FIRST YEAR OF WARRANTY**

Date

Dear \_\_\_\_\_ :

Our records indicate that the ( 1-year Builder's Warranty) (first year of the 10-year warranty)

signed by \_\_\_\_\_,  
*(Name and Address of Contractor or Warrantor)*

for your home expires on \_\_\_\_\_.

If you have noticed any defects of workmanship or materials which have not already been corrected and are the responsibility of the contractor, you should immediately notify the contractor in writing and send a copy to this office. Do not include items of maintenance which are your responsibility to correct.

If the deficiencies noted have not been corrected, please notify this office within 30 days from the date of this letter in order that an inspection may be scheduled. If we do not hear from you, we will assume that you are satisfied with your home and an inspection will not be scheduled at this time.

Sincerely,

Agency Official