

APPENDIX D: Notice of Claim and Demand (Request for Dispute Settlement) for Claims in Years 1 and 2

STATE OF NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
Division of Codes and Standards New Home Warranty Program
101 South Broad Street
P.O. Box 805
Trenton, New Jersey 08625
Phone: (609) 984-7905 Fax: (609) 292-2839
Email: NHWClaims@dca.nj.gov

1. OWNER INFORMATION

Owner Name(s): _____

Owner Property Address: _____

Lot Number: _____ Block Number: _____

Name of Development (If applicable): _____

Building number: _____ Unit number: _____

Owner telephone number: _____

Owner email address: _____

2. BUILDER INFORMATION

Builder Name: _____

Builder Address: _____

Builder telephone number: _____

Builder email address (if known): _____

3. WARRANTY INFORMATION

Effective Date of Warranty Coverage: _____
(month/day/year)

Certificate of Participation (Warranty) Number: _____

Date of Written Notification of Defect(s) to the Builder: _____
(month/day/year)

IMPORTANT PAYMENT NOTICE

THE NEW HOME WARRANTY PROGRAM CANNOT REIMBURSE HOMEOWNERS FOR REPAIRS THAT HAVE ALREADY BEEN MADE. PROGRAM STAFF MUST FIRST INSPECT THE HOME TO DETERMINE IF A WARRANTY DEFECT EXISTS. THEREFORE, IF YOU MAKE REPAIRS WITHOUT WRITTEN AUTHORIZATION FROM THE NEW HOME WARRANTY PROGRAM, OR FAIL TO FOLLOW PAYMENT PROCESSES ESTABLISHED BY PROGRAM, YOU WILL NOT BE REMIBURSED FOR YOUR EXPENSES.

SINCE THE STATE OF NEW JERSEY NEW HOME WARRANTY PROGRAM IS NOT THE WARRANTOR OF YOUR HOME DURING THE FIRST TWO (2) YEARS OF COVERAGE, THE PROGRAM CANNOT AUTHORIZE EMERGENCY REPAIRS. SEE "EMERGENCIES AND TEMPORARY REPAIRS" IN YOUR NEW HOME WARRANTY BOOKLET.

4. DISCLOSURE STATEMENT

(The following information must be furnished to process this request)

1. Are there any lawsuits, liens, judgments, and/or class action lawsuits pending, filed, settled, or dismissed between you and your builder? Yes No

2. Are funds presently being withheld from the Builder for incomplete work and/or for failure to correct items of defect? Yes No

3. If yes, state the dollar amount: _____
and submit a copy of any escrow agreement or other applicable documentation.

Once your Notice of Claim and Demand request is received and reviewed you will receive a consent form, which will require you to choose between a Bureau Decision or an Arbitration Hearing. (See "State Role" in your warranty booklet for more information); or you will receive a denial letter indicating why your claim was denied.

I the above named homeowner(s) do hereby request the New Home Warranty Program to begin the Dispute Settlement Process, I have previously contacted the Builder concerning the defect(s) described above and the builder has failed to correct such defect(s). I am attaching a copy of the list of defect(s) that were forwarded to the Builder. I also certify that the information provided in the Disclosure Statement above is truthful and accurate, and I understand that failure to disclose material information will result in the Program closing the claim and not being liable for further payment, reimbursements, and/or repairs.

Homeowner Signature

Date (month/day/year)

Homeowner Signature

Date (month/day/year)

Once you complete this form, you may email it, or mail it to the address or email address listed on the top of page 1, along with a copy of the Notice you sent to your builder listing the defects in your new home, any written response from the builder, any escrow agreements, copies of lawsuits or similar information.