URBANFLOOR®

INSPECTION REQUEST FORM

Today's Date : / /

IMPORTANT

The retailer **must** first look at consumers complaint at the job site. Should the retailer feel the complaint is valid and falls under Urbanfloor's warranty, fill out this Inspection Request Form.

E-mail to: claims@urbanfloor.com or Fax to: 323.890.0188
Or mail to: Urbanfloor Claims Department 3707 Capitol Avenue, City of Industry, CA 90601.

Please provide pictures clearly showing floor / area in question along with this form.

RETAILER INFORMATION *please fill out completely*

Retailer :
Address :
City : State : Zip :
Phone # : Fax # :
Store's Email : Urbanfloor's Account # :
Contact Person :
Urbanfloor's Account Manager : Urbanfloor's Invoice # :
Product Description : Date of Sale :

INSTALLER INFORMATION

☐ Do It Yourself
☐ Installer Provided by Customer

☐ Professionally Installed Name :
Phone # : Installer C15 # : Date of Installation:

HOME OWNER INFORMATION

Name :
Address :
City : State : Zip :
Phone # : e-mail :

RETAILERS INSPECTION REPORT *if necessary use additional sheet and attach to this form*

Date of Inspection : Inspected by: Floor Completely Installed: Yes | No
Square Footage Involved: Problem Location:
Customer's complaint :

Inspector's findings :

To avoid possible delays in processing your claim, please fill out completely and accurately.
If you have any questions or need assistance filling out this form, please call your Account Manager.

I certify that to the best of my knowledge the information given on this form is true and correct.

Signature: Print : Date :