



Date

Name

Address

City, State Zip

Dear _____,

Congratulations on the purchase of your home! Below are the names and telephone numbers of the contractors that worked on your home:

- General Contractor: Phone Number
- HVAC Contractor: Phone Number
- Plumbing Contractor: Phone Number
- Electrical Contractor: Phone Number
- Roofing Contractor: Phone Number

From the date of closing, you have a total of thirty (30) days to contact Saint Joseph’s Carpenter Society (SJCS) with any “punch list” items so that we may address them. You will be provided with a copy of the “punch list” form at closing.

Also from the date of closing, you have a one (1) year warranty on any mechanical (i.e. Plumbing/Electrical/Heating or Cooling) problems you may incur. Please contact the appropriate contractor within that one (1) year time period. If you need repairs first contact the appropriate contractor listed above for the major system that needs service. If you are unable to contact them reach out to your general contractor. As a last resort if you are unable to contact the specialty trade contractor and the general contractor please contact SJCS so that we may assist you.

We suggest that you reference your homebuyer education materials as needed to help you maintain a healthy budget that accounts for your new expenses as a homeowner. Remember to always discern between your wants and your needs.

Sincerely,

Construction Department

20 Church Street ♦ Camden, New Jersey 08105 ♦ 856-966-8117 ♦ FAX 856-342-7289

Rebuilding our neighborhood - home by home, family by family