



We value what you value.

Post Move-In Service Request

Fax to: Allen Edwin Homes Attention; Service Department Fax Number: 1-866-581-9297

Mail to: Allen Edwin Homes c/o Service Department 2186 E. Centre St. Portage, MI 49002

EMAIL: service@allenedwin.com

Name: _____ Community: _____ Lot #: _____

Address: _____

Phone: (home) _____ (work) _____ Best time and number to call: _____

Closing Date: _____ Email: _____

Description of Request: _____

**In an effort to track and monitor our homes,
all service must be requested in writing.**

For Allen Edwin Homes Use Only

Received by: _____

Date: _____

Approved: _____

Work Performed by: _____