

Section 1: Address of Home

Street Address City State Zip Code County

Section 2: Description of Transaction

Please check the type of transaction giving rise to the dispute, as well as provide the date the transaction occurred and the substantial completion date of construction. A home that is not substantially complete is not eligible for the SIRP. "Substantially complete" generally means a home or improvement that is fit for occupancy or its intended use.

- New home construction on the builder's lot. Date of transfer of title from builder to initial homeowner _____ (MM/DD/YYYY)
- New home construction without title transfer. Date of contract or date work began, whichever occurred first: _____ (MM/DD/YYYY)
Date of substantial completion: _____ (MM/DD/YYYY)
- Material improvement to existing home. Date of contract or date work began, whichever occurred first: _____ (MM/DD/YYYY)
Date of substantial completion: _____ (MM/DD/YYYY)
- Interior renovation to existing home in excess of \$10,000. Date of contract or date work began, whichever occurred first: _____ (MM/DD/YYYY)
Date of substantial completion: _____ (MM/DD/YYYY)
- Are you the original homeowner? Yes No
- If No, provide the date you purchased the home _____ (MM/DD/YYYY)

Section 3: Parties Involved

Requestor Information (Person submitting request):

Builder Homeowner

Name/Company – Contact Person

Mailing Address

City/State/Zip County

Telephone (Day) (Evening)

Fax Email

Other Party Involved (Builder or Homeowner):

Builder Homeowner

Name/Company – Contact Person

Mailing Address

City/State/Zip County

Telephone (Day) (Evening)

Fax Email

Please circle the preferred method of contact:
Legal Counsel Telephone Mail Fax Email



Section 4: Legal Counsel (if any)

Counsel for Requestor:

Name _____

Mailing Address _____

City/State/Zip _____

County _____

Telephone _____

Fax _____

Email _____

Counsel for Other Party Involved (If known):

Name _____

Mailing Address _____

City/State/Zip _____

County _____

Telephone _____

Fax _____

Email _____

Section 5: Type of Request

Please check only one: Workmanship and Materials Inspection Structural Inspection Joint Inspection

Workmanship and Materials

Alleged defect(s) due to the questionable quality and performance of the materials or method used to construct the home, including a defect in the plumbing, electrical, heating and air conditioning delivery systems.

Structural

Alleged defect(s) to the home which include, but are not limited to, the foundation or other load-bearing portions of the home.

Joint

Alleged defect(s) is both structural and involves workmanship and materials unrelated to the structural defect.

*if you have questions on the type of inspection needed, please call (877) 651-TRCC.

Section 6: Information Regarding Alleged Defect(s) — List Items to be Inspected

Please list each alleged defect(s) in the home construction and for each, the date the defect was first noticed. Include only those alleged defects of which both parties have knowledge through prior notice pursuant to Section 7. DO NOT attach the notice letter in lieu of completing this section. This section must be completed. Please note if the defect is considered Workmanship and Materials (W/M) or Structural (S).

	Date of Discovery	Room	(W/M) or (S)	Alleged Defect
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

(If you need additional space, please use the last page of this packet.)

Section 7: 30-Day Written Notice

1. Date 30-day written notice of defects was provided to builder: _____(MM/DD/YYYY). Attach copy of written notice.
2. Provide a general description of the builder’s response to written notice of alleged construction defect(s). If any of that response was provided in writing, please attach a copy. (Attach extra pages, if necessary.)

Section 8: Type of Warranty

- Builder Warranty 3rd Party Warranty Company: _____ No Written Warranty

Attach any and all written warranties regarding the construction of the home/remodel. Include a copy of the entire warranty, not only those pages pertaining to the alleged defects. Warranty language may be included in your contract or it may be a separate warranty document.

Section 9: Additional Information and Attestation

1. Provide an itemized list of all (a) out-of-pocket expenses and (b) out-of-pocket engineering or consulting fees incurred by the Requestor in connection with the alleged construction defect(s): (Attach extra pages, if necessary.)

(a) Out-of-pocket expenses:

(b) Out-of-pocket engineering or consulting fees:

2. List the names and addresses of all professionals or other persons, known to the Requestor, who have inspected the alleged construction defect(s) on behalf of the Requestor. (**Important:** See EXCLUSIONS listed in the instructions. Attach extra pages, if necessary.)

3. Please attach or enclose copies of any documents or other tangible things that depict the nature and cause of the alleged construction defect(s) and that depict the nature and extent of repairs necessary to remedy the construction defect(s), including expert reports, photographs and videotapes, if these documents and tangible things are either within the Requestor’s physical possession or if the Requestor has the right to obtain the document or tangible thing from a third party, such as an agent or a representative of the Requestor. (**Important:** See EXCLUSIONS listed in the instructions).

Did you?

- Send a copy of the SIRP Request Form and attachments — excluding fee page — by certified mail, return receipt requested, to Other Party Involved.
- Send a copy of the SIRP Request Form and attachments — excluding fee page — to other party’s counsel if Other Party Involved is represented.
- Include a copy of the 30-day written notice of alleged defects provided to builder before submitting the SIRP Request Form.
- Include a completed SIRP Request Form with fee and attachments submitted to the commission.
- Include a copy of your contract.
- Include a copy of your written warranty.

To the best of my knowledge, I certify that all information provided in this SIRP Form is true and correct.

Signature _____ Date _____



STATE-SPONSORED INSPECTION AND DISPUTE RESOLUTION PROCESS (SIRP)

Fee Page

Note: Do **NOT** send a copy of this page to the other involved party.

Section 10: Requestor Name

Name _____

Telephone _____

Section 11: Remitter Information

Name _____

Company – Type of Company (if applicable) _____

Mailing Address _____

City _____

State _____

Zip _____

Telephone _____

Social Security Number or Federal ID Number* _____

*Your social security number is required for a refund. If you choose not to provide a social security number at this time, your refund may be delayed.

Section 12: Payment

Homeowner Request

- Workmanship and Materials Inspection
- Structural Inspection Fee
- Joint Inspection Fee (Structural w/ unrelated Workmanship and Materials)

Inspection fee—\$250

- Check** (Payable to TRCC)
- Credit Card** (Provide information below)

Builder/Remodeler Request

- Workmanship and Materials Inspection **\$450 fee**
- Structural Inspection Fee **\$650 fee**
- Joint Inspection Fee (Structural w/ unrelated Workmanship and Materials) **\$800 fee**

- Money Order** (Payable to TRCC)
- Financial Reduction/Waiver Request** (Attach Fee Waiver form)

Credit Card Information (Select Card) MasterCard Visa American Express Discover

Card Number

Expiration Date

Month Year

Print name as it appears on card _____

Signature _____

Internal Use Only

Billing Address _____

City _____

Zip Code _____

Section 13: Submit Form and Payment via Mail, Fax or Hand Delivery

If you use a credit card to pay the fee, please either fax your material to 512-463-9507, or mail it to PO Box 13509, Austin, Texas, 78711-3509. With all other forms of payment, send your form and fee to PO Box 13144, Austin, Texas 78711-3144. If you'd prefer to hand-deliver the documents, please do so to: 311 E. 14th Street, Suite 200, Austin, Texas 78701.

For Information call: (877) 651-TRCC or (512) 305-TRCC

www.trcc.state.tx.us

The Texas Residential Construction Commission obtains information from this form and certain third-party sources. With few exceptions, you may review and correct the information we collect. To be informed about the information we collect or to make an open records request, contact our Legal Department at 512-463-1040 or open.records@trcc.state.tx.us.

Section 6 (Continued): Information Regarding Alleged Defect(s)- List items to be inspected.

Please list each alleged defect(s) in the home construction and for each, the date when the defect was first noticed. Include only those alleged defects of which both parties have knowledge through prior notice. DO NOT attach the notice letter in lieu of completing this section. This section must be completed. Please note if Workmanship and Materials (W/M) or Structural (S).

Date of Discovery	Room	(W/M) or (S)	Alleged Defect
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			
31.			
32.			
33.			
34.			
35.			
36.			
37.			
38.			
39.			
40.			
41.			
42.			
43.			