

## Proxy Request Form

Regarding Home Owners not being able to attend scheduled Warranty or Trade appointments they can instead have a dedicated Proxy in attendance at these appointments.

In this case, the Home Owner will provide the contact information of the Proxy who will be invited to the meeting as well. Please note that the **appointed Proxy must be a licensed Property Manager\***.

In this case, the Proxy will attend all **3 Month, Year-end, On-demand or Trades Day appointments** set with Excel Homes and their Trade Partners.

In this case, the Proxy will observe and listen to the guidance of the Excel Homes representative in regard to homeowner maintenance and their standard completion of work:

- A maintenance review walkthrough of the home ensuring communication of General Home and applicable Seasonal Care.
- During this visit, the proxy must be able to discuss any concerns that they've noticed. This does not include paint touch-ups, scuffs, scratches, or cosmetic damages, as these would have been completed at possession.

It is the responsibility of the Homeowner or assigned Proxy to:

- Communicate and schedule appointments with the tenants of the property.
- Ensure that Excel has access to the home in its entirety during these appointments (e.g., legal suites, mechanical rooms, etc.)
- Ensure that the Homeowner maintenance is being maintained to ensure the warranty coverage is not adversely affected.

If you wish to assign your Proxy as a third party for the purpose and process of Warranty or Trade appointment, contact your Warranty Department.

\* **The proxy that is assigned through a licensed Property Management Company must show government-issued photo ID that matches the name provided by the Homeowner or Property Management Company at the time of the appointment.**

\* **The proxy must attend the entirety of the appointment, failure to do so will result in a forfeited appointment, which may be re-scheduled at a later date as determined by Excel Homes.**

**P: 1-844-338-4445**

**E: [warrantycalgary@excelhomes.ca](mailto:warrantycalgary@excelhomes.ca)**

**E: [warrantyedmonton@excelhomes.ca](mailto:warrantyedmonton@excelhomes.ca)**

Please fill in the following information:

### Home owner contact information:

NEW EXCEL ADDRESS:

FULL NAME(S):

PHONE:

EMAIL:

### Proxy contact information:

BUSINESS NAME:

PROXY REPRESENTATIVE NAME:

PHONE:

EMAIL:

WILL BRING GOVERNMENT-ISSUED PHOTO ID MATCHING NAME FOR CROSS-REFERENCING PURPOSES

HOMEOWNER SIGNATURE:

DATE (eg. January 1, 2024):