



MATTHIESEN, WICKERT & LEHRER, S.C.  
1111 E. Sumner Street, P.O. Box 270670, Hartford, WI 53027  
Phone: (262) 673-7850 Fax: (262) 673-3766  
[dlehrer@mw-law.com](mailto:dlehrer@mw-law.com)  
[www.mw-law.com](http://www.mw-law.com)

**CONSTRUCTION DEFECT REFERRAL FORM**  
*(For Homebuilders Only – Insurers Use Property Referral Form)*

Date: \_\_\_\_\_

**CONTACT INFORMATION:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**CLAIM INFORMATION:**

Full Name Of Property Owner(s) Making The Initial Construction Defect Complaint:

\_\_\_\_\_

Property Owner’s Address: \_\_\_\_\_

Property Owner’s Phone No.: \_\_\_\_\_

Property Owner’s Insurance Carrier: \_\_\_\_\_

Property Owner’s Attorney and Phone No. (If Applicable):

\_\_\_\_\_

Dates of Construction (Substantial Completion)/Improvements:

\_\_\_\_\_

Date Owner Discovered Defect: \_\_\_\_\_ Date You Were Placed On Notice: \_\_\_\_\_

Total Claim Paid: \_\_\_\_\_ Date of Payment: \_\_\_\_\_

Describe Nature Of Claim Payment (Repair, Rebuild, Loss Of Use, Etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

State Where Construction Defect Is Alleged To Have Occurred: \_\_\_\_\_

Suit Filed? No \_\_\_ Yes \_\_\_ Where Was Suit Filed: \_\_\_\_\_

Detailed Description And Nature Of The Construction Defect:

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**THIRD PARTIES: SUBCONTRACTORS, SUPPLIERS, ARCHITECTS:**

Name and address: \_\_\_\_\_

Work Performed/Discipline: \_\_\_\_\_

Written Contract? \_\_\_\_\_ If So, Is It Attached? \_\_\_\_\_

Name and address: \_\_\_\_\_

Work Performed/Discipline: \_\_\_\_\_

Written Contract? \_\_\_\_\_ If So, Is It Attached? \_\_\_\_\_

Name and address: \_\_\_\_\_

Work Performed/Discipline: \_\_\_\_\_

Written Contract? \_\_\_\_\_ If So, Is It Attached? \_\_\_\_\_

Who Is At Fault And Why?

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Describe Investigation Performed:

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Has an unbiased, independent analysis/inspection been performed? \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Opinion:

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Proposed Fee Arrangement: \_\_\_\_\_

Special Handling Instructions:

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***Disclaimer:*** Sending a file to MWL through this feature, e-mail, fax, regular mail, or by other means, doesn't guarantee our retention, as that determination will be made after MWL's evaluation of the file. Upon MWL's receipt of a new file, clients are contacted via e-mail to confirm the file has been received and that it is in the process of being evaluated for possible handling by MWL. Following said evaluation, clients receive written notification as to whether or not MWL will be willing to handle your file. If you send a file and don't hear from us within an appropriate amount of time, please contact MWL to ensure we received your file.