TENNESSEE MODULAR BUILDING UNIT CERTIFICATION LABELS -
$20.00 LABEL REFUNDS DUE TO MODULAR BUILDING UNIT MANUFACTURER

INSTRUCTIONS

All Tennessee Modular Building Unit Manufacturers that wish to return their Tennessee Modular Building Unit Certification Labels and obtain a **twenty ($20.00) dollar** refund per label from the Department must use this form. The Department will only refund the amount in which the manufacturer originally purchased the Tennessee Modular Building Unit Certification Label.

**Tennessee Modular Building Unit Manufacturer**

The Tennessee Modular Building Unit Manufacturer will complete only Section “A” of the form. The form will then be sent to the manufacturer’s Third Party Construction Inspection Agency (CIA) along with the Tennessee Modular Building Unit Certification Label(s) for forwarding to this office.

**Third Party Construction Inspection Agency (CIA)**

Upon receipt of the Tennessee Modular Building Unit Certification Label(s) and the form from the Tennessee Modular Building Unit Manufacturer the Third Party Construction Inspection Agency (CIA) representative will complete only Section “B”. The Third Party Construction Inspection Agency (CIA) will then forward the Tennessee Modular Building Unit Certification Label(s) and the completed form to the Department for processing.

**Important!! Please Read and Follow!!**

All items on the form **MUST** be completed prior to mailing application. If an item does not apply, simply put **N/A** or **None** in that space. Any blank spaces will result in a delay in processing.

This form **MUST** be processed as prescribed above. Any deviation from the process **WILL** result in a delay in your refund.

If you have any questions regarding this procedure, feel free to call this office at (615) 741-7190.
$20.00 LABEL REFUNDS DUE MODULAR BUILDING UNIT MANUFACTURER

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**SECTION “A”**
(To be completed by Modular Building Unit Manufacturer)

1. Modular Manufacturer/Corporate: ________________________________

2. Manufacturing Facility Location: ________________________________
   (Street or P. O. Box)
   (City)  (State)  (Zip Code)  (County)

3. Telephone: (        ) ____________________ FAX: (        ) ____________________

4. Manufacturer/Corporate Mailing Address: __________________________
   (Street or P. O. Box)
   (City)  (State)  (Zip Code)  (County)

5. Authorized Representative: ________________________________

We hereby request that our Construction Inspection Agency (CIA): ________________
Code: ________________, for the above Modular Building Unit Manufacturing Facility advise the
Department that we have returned the following Tennessee Modular Certification Labels
which have never been affixed to a Modular Building Unit.

(1) Labels: TN ____________ thru and including TN ____________ = _______ (Quantity)

(2) Labels: TN ____________ thru and including TN ____________ = _______ (Quantity)

(3) Labels: TN ____________ thru and including TN ____________ = _______ (Quantity)

(4) Total Number of Labels Returned (1+2+3): _______ x $20.00 = $ _______. 00

(5) Total Refund Due to Modular Building Unit Manufacturer (Line 4): $ _______. 00
The designated Tennessee Modular Certification Labels are being returned for the following reason(s):

☐ The Modular Manufacturing Facility has been closed effective: __________________________
(Please Complete Section “B”)

☐ The Modular Manufacturing Facility has been changed to: __________________________
____________________________ effective: __________________________

☐ Other: ________________________________________________________________________

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SECTION “B”
(To be completed by Construction Inspection Agency (CIA))

The designated Tennessee Modular Certification Labels were received and verified by
our office on ______ / _____ / 20_____ and this report and the labels have been
analyzed and found to be accurate.

These Tennessee Modular Certification Labels should accompany this report.

Date: _____ / _____ / 20_____ CIA Code: ______________

Construction Inspection Agency (CIA): ____________________________________________

Telephone: ( ) ____________________ FAX: ( ) ____________________

E-Mail Address: __________________________________________________________________

Signature: ______________________________________________________________________

Print Name: ______________________________ Title: __________________________

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NOTE:
Copy and Complete form. Modular Building Manufacturer, submit this completed form,
in triplicate to your Construction Inspection Agency (CIA) along with all unassigned
Tennessee Modular Certification Labels in order to be credited.

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