TENNESSEE MODULAR BUILDING UNIT CERTIFICATION LABELS
LOST LABEL REPORT INSTRUCTIONS

All Tennessee Modular Building Unit Manufacturers and Third Party Construction Inspection Agencies (CIA) must use this form to report lost Tennessee Modular Building Unit Certification Label(s).

Third Party Construction Inspection Agency (CIA) or Tennessee Modular Building Unit Manufacturer or Losing Party

The Third Party Construction Inspection Agency (CIA), Tennessee Modular Building Unit Manufacturer or Losing Party must complete the top section of this form.

Third Party Construction Inspection Agency (CIA) or Tennessee Modular Building Unit Manufacturer or Losing Party

The Third Party Construction Inspection Agency (CIA) or The Tennessee Modular Building Unit Manufacturer will complete Section “I” of the form. Complete all questions in their entirety. Additional sheets and reports may be attached.

Tennessee Modular Building Unit Manufacturer or Losing Party

The Tennessee Modular Building Unit Manufacturer or Losing Party will complete Section “II” of the form. Complete all questions in their entirety. Additional sheets and reports may be attached.
Third Party Construction Inspection Agency (CIA)

The Third Party Construction Inspection Agency (CIA) will complete Section “III” of the form. Make detailed statement setting forth your analysis of the factual circumstances surrounding loss. Give specific reasons for recommendation. Additional sheets and reports may be attached. Then forward form to the Department for processing.

Tennessee Modular Building Unit Manufacturer

The Tennessee Modular Building Unit Manufacturer will complete Section “IV” of the form only when a modular building unit(s) and/or component(s) are sold for salvage.

Under no conditions will a Tennessee Modular Building Unit Certification Label(s) remain attached to a unit sold for salvage. Return the label(s) with this form to the Department.

If a Tennessee Modular Building Unit(s) is sold to a salvage company with its original Tennessee Modular Building Unit Certification Label(s) affixed, the responsibilities of that unit(s) and/or component(s) and the label(s) remain with the original manufacturer.

Important!! Please Read and Follow Instructions!!

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 processing.

If you have any questions regarding this procedure, feel free to call this office at (615) 741-7190.
CIA / MANUFACTURER/LOSING PARTY – LOST LABEL REPORT
(Must be completed and returned within five (5) days of discovery of loss)

CIA or Mfg.: ___________________________ CIA Code: _______ Date: __________

Address: ______________________________ Phone: (____) __________

E-Mail Address: ________________________ Fax: (____) __________

Authorized Representative (Title): ______________________________________________
(For Sections I and II)
Name: _______________________________ Signature: ____________________________

SECTION I: SHOWN BELOW NUMBER OF LOST LABELS
(To be completed by Manufacturer or Construction Inspection Agency (CIA))

Quantity _______________ Label(s) Month Label(s) Affixed: ________________

New Label No. Affixed to Unit: _____________________________________________

Date Loss Discovered: _____________________________________________________

Label No(s). ______________________ through and including ______________________

Name and Address of INDIVIDUAL who last had possession of label(s) when loss was discovered:
Name: ___________________________________________________________________
Address: __________________________________________________________________

Phone: (____) __________________________

Name and Address of INDIVIDUAL who discovered loss:
Name: ___________________________________________________________________
Address: __________________________________________________________________

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SECTION I: SHOWN BELOW NUMBER OF LOST LABELS (cont.)
(To be completed by Manufacturer or Construction Inspection Agency (CIA))

Phone: (  ) ______________________ FAX: (  ) ______________________

E-Mail Address: ______________________________________________________

Police Contacted:

☐ Yes  By Whom? ___________________________ Date: ____________

Results: (Documents included): ________________________________________

____________________________________________________________________

☐ No  Why? _______________________________________________________

____________________________________________________________________

Private Investigator Utilized:

Results: (Documents included): ________________________________________

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SECTION II: EXPLANATION OF LOSS
(To be completed by Manufacturer and/or Losing Party)

(One or more signed separate reports may be required and attached)

Individual (Losing Party): Detailed written explanation, discuss the events that led to
the loss, what efforts were made towards recovery.

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SECTION II: EXPLANATION OF LOSS (cont.)
(To be completed by Manufacturer and/or Losing Party)

Manufacturer: Must provide similar statement if not individual who actually lost the label(s).

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SECTION III: CONSTRUCTION INSPECTION AGENCY (CIA) RECOMMENDATIONS
(To be completed by Construction Inspection Agency (CIA))

Make detailed statement setting forth your analysis of the factual circumstances surrounding loss. Give specific reasons for recommendation. If free replacement of a lost label(s) is requested. Submit complete package to the Department.

NO NEW REPLACEMENT LABEL(S) WILL BE ISSUED WITHOUT THE DEPARTMENT’S AUTHORIZATION

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SECTION IV: IF MODULAR BUILDING UNIT IS SOLD FOR SALVAGE
(To be completed by the Manufacturer)

Under no conditions will a Tennessee Modular Certification Label(s) remain attached to a unit sold for salvage.

Name of Salvage Company: ________________________________________________

Owner: __________________________________________________________ Phone: ( ) ____________

E-Mail Address: ______________________________________ Fax: ( ) ____________

Address: ____________________________________________________________

(If a unit(s) is sold to a salvage company with its original label(s) affixed, the responsibilities of that unit(s) and the label(s) remain with the original manufacturer.)

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Copy and complete form. Submit original form to the Department and provide copies to the Construction Inspection Agency (CIA), as well as the Manufacturer’s Files.