TENNESSEE MODULAR BUILDING UNIT
MONTHLY PRODUCTION REPORTS (FORM “A”) INSTRUCTIONS

All Tennessee Modular Building Unit Manufacturers **MUST** complete and submit to this office a Monthly Production Report (Form “A”). The Monthly Production Report (Form “A”) is due to this office no later than the tenth (10th) of each month. The Monthly Production Report (Form “A”) will include all modular building unit(s) and/or component(s) labeled for The State of Tennessee during the subject month.

**The Monthly Production Report (Form “A”) is required whether or not modular building units and/or components are produced for The State of Tennessee.**

**Instructions:**

1. Enter the date of the Form “A” which is being adjusted.

2. Enter the Construction Inspection Agency.

3. Enter the Manufacturer’s facility name and the **complete site address** of the manufacturing facility.

4. Print the name, and provide the signature, of the Manufacturer’s Authorized Representative.
5. Enter the Tennessee Modular Building Unit Certification Label number.

6. Enter the Manufacturer’s Serial Number of the modular building unit and/or component.

7. Enter the TENNESSEE MODULAR MODEL PLAN NUMBER of the modular building unit and/or component as SUBMITTED TO THIS OFFICE FOR FILING.

8. Enter the Licensed Tennessee Modular Building Unit Dealer’s name.

9. Enter the Licensed Tennessee Modular Building Unit Dealer's License Number.

10. Enter the Consumer’s name or information.

11. Enter the Tennessee Modular Building Unit destination, street address, city, and state.

12. Follow the instructions located at the bottom of the form for copy distribution.

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 and may require additional information.

If you have any questions regarding this procedure, feel free to call this office at (615) 741-7190.
STATE OF TENNESSEE
FORM “A”
MONTHLY PRODUCTION REPORT FOR
TENNESSEE MODULAR BUILDING UNITS OR COMPONENTS

Month/Year: ____________________, 20________ 

Construction Inspection Agency for this Manufacturing Facility: ________________________________________________________________

Manufacturer’s Facility Name: ________________________________________________

Manufacturing Facility Address: _____________________________________________

(1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15)

Authorized Representative’s Signature: ______________________________________

NOTE: LIST ONLY “COMPLETED” AND/OR “OPEN” MODULAR UNITS FOR THE MONTH/YEAR LISTED ABOVE.

Attention Manufacturer:
1. Please type or print legibly in blue or black ink. 2. ALL columns must be complete. 3. Copy Distribution: Original to Department, Copy to Construction Inspection Agency, Copy to Manufacturer’s File

“FORM A” MUST BE SUBMITTED ON A MONTHLY BASIS WHETHER OR NOT MODULAR BUILDING UNITS OR COMPONENTS ARE PRODUCED

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