



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
STATE FIRE MARSHAL'S OFFICE
CODES ENFORCEMENT SECTION**

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<http://tn.gov/commerce/sfm/modindex.html>

MODULAR MEMORANDUM 2009-02

**RE: Manufacturer Monthly Production Reports (Form "A") for
Tennessee Modular Building Units**

DATE: August 29, 2009

All **Tennessee Modular Building Unit Manufacturers** are, hereby, instructed to furnish this office with copies of their monthly production reports (Form "A") for **Tennessee Modular Building Unit(s)** which are manufactured for this state, or intended to be offered for sale, sold, or installed in this state. The monthly production reports (Form "A") are required whether modular building unit(s) are built or not. (Rule 0780-2-13-.11(3))

Effective August 29, 2009, the monthly production reports (Form "A") are required to be submitted to this office in Adobe PDF format on a monthly basis, no later than the tenth (10th) day of the following month. Reports shall be submitted via e-mail to the following address until further notice. (modular.buildings@tn.gov) Paper submissions or submissions that are not in the correct format will no longer be accepted.

The monthly production reports (Form "A") can be found at the following address:

<http://www.tn.gov/commerce/sfm/documents/TNmonthlyprodrptsforma.pdf>

The monthly production adjustment reports (Form "A" Adjustment) can be found at the following address:

<http://www.tn.gov/commerce/sfm/documents/monthlyprodrptsadjforma.pdf>

These forms are to be completed as required. Please use the form that is provided, any variation of the form will not be accepted

If you have any questions regarding this matter, please contact the Tennessee Modular Building Program at (615) 741-7190 or modular.buildings@tn.gov

This memorandum supersedes and replaces Modular Memorandum No. 2007-02, dated September 21, 2007.