



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

Davy Crockett Tower
500 James Robertson Parkway
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<http://tn.gov/commerce/sfm/modindex.html>

**TENNESSEE MODULAR BUILDING UNIT
MONTHLY PRODUCTION REPORTS (ADJUSTMENT REPORT FOR FORM "A") INSTRUCTIONS**

All Tennessee Modular Building Unit Manufacturers **MUST** complete and submit to this office a Monthly Production Report (Adjustment Report for Form "A") if there is any revised information on previously reported modular building unit(s) and/or component(s). The Monthly Production Report (Adjustment Report for Form "A") is due to this office no later than the tenth (10th) of each month.

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. Use **Section I** to add an unreported unit, one that was previously manufactured, but left off of the previously submitted Monthly Production Report (Form "A").
6. Enter the Tennessee Modular Building Unit Certification Label number.

7. Enter the Manufacturer's Serial Number of the modular building unit and/or component.
8. Enter the TENNESSEE MODULAR MODEL PLAN NUMBER of the modular building unit and/or component as SUBMITTED TO THIS OFFICE FOR FILING.
9. Enter the Licensed Modular Building Unit Dealer's name.
10. Enter the Licensed Modular Building Unit Dealer's License Number.
11. Enter the Consumer's name or information.
12. Enter the Tennessee Modular Building Unit destination, street address, city, and state.
13. Use **Section II** to correct previously reported information which for some reason was incorrect. Enter all information AS IT SHOULD HAVE BEEN REPORTED.
14. Enter the Tennessee Modular Building Unit Certification Label number.
15. Enter the Manufacturer's Serial Number of the modular building unit and/or component.
16. Enter the TENNESSEE MODULAR MODEL PLAN NUMBER of the modular building unit and/or component as SUBMITTED TO THIS OFFICE FOR FILING.
17. Enter the Licensed Modular Building Unit Dealer's name.
18. Enter the Licensed Modular Building Unit Dealer's License Number.
19. Enter the Consumer's name or information.
20. Enter the Tennessee Modular Building Unit destination, street address, city, and state.
21. Use **Section III** to report the shipment of units which were not shipped the month they were manufactured.
22. Enter the Tennessee Modular Building Unit Certification Label number.

23. Enter the Manufacturer's Serial Number of the modular building unit and/or component.
24. Enter the TENNESSEE MODULAR MODEL PLAN NUMBER of the modular building unit and/or component as SUBMITTED TO THIS OFFICE FOR FILING.
25. Enter the Licensed Modular Building Unit Dealer's name.
26. Enter the Licensed Modular Building Unit Dealer's License Number.
27. Enter the Consumer's name or information.
28. Enter the Tennessee Modular Building Unit destination, street address, city, and state.
29. 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 ADJUSTMENT REPORT FOR FORM "A"

Month/Year of Form "A" Adjusted: _____ 20_____

CIA Code: _____

Manufacturer's Facility Name: _____

Manufacturing Facility Address: _____
(Address) (City) (State) (Zip Code)

Authorized Representative's Signature: _____

NOTE: LIST ONLY ADJUSTMENTS FOR THE MONTH/YEAR LISTED ABOVE

Section I (To ADD an unreported Modular Building Unit(s))

No.	Label Number (Include all zeros)	Manufacturer's ID or Serial Number	Plan Number (As shown on Plan)	Tennessee Licensed Modular Dealer	Dealer's License Number	Consumer Info.	Modular Unit Destination, Street Address	Modular Unit Destination, City and State
(1)								
(2)								
(3)								
(4)								

Section II (To CORRECT previously reported information on Modular Building Unit(s))

No.	Label Number (Include all zeros)	Manufacturer's ID or Serial Number	Plan Number (As shown on Plan)	Tennessee Licensed Modular Dealer	Dealer's License Number	Consumer Info.	Modular Unit Destination, Street Address	Modular Unit Destination, City and State
(1)								
(2)								
(3)								
(4)								

Section III (To COMPLETE "Open" Destinations on previously reported Modular Building Unit(s))

No.	Label Number (Include all zeros)	Manufacturer's ID or Serial Number	Plan Number (As shown on Plan)	Tennessee Licensed Modular Dealer	Dealer's License Number	Consumer Info.	Modular Unit Destination, Street Address	Modular Unit Destination, City and State
(1)								
(2)								
(3)								
(4)								

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
 IN-1085 (Rev 11/06) RDA 2225