

## Weekly Installation Report

Report for Week of: \_\_\_\_\_

Please complete all sections below. If the home was a private sale, please mark N/A for retailer.

Name of Installer: \_\_\_\_\_

Name of Retailer: \_\_\_\_\_

Street Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Tel: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

License #: \_\_\_\_\_

License #: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

**Tenn. Code Ann. § 68-126-406(e) requires each installer to submit a report on at least a weekly basis describing the homes installed that week.**

| Decal Number       | Date Decal Purchased | New or Used Home | Date of Completion | HUD Label or Serial # | Consumer Name and Phone Number | Consumer Address | City, County |
|--------------------|----------------------|------------------|--------------------|-----------------------|--------------------------------|------------------|--------------|
| (Place Label Here) |                      |                  |                    |                       |                                |                  |              |

**Notes:**

**Mail report to:**  
 Department of Commerce & Insurance  
 Manufactured Housing Section, 10<sup>th</sup> Floor  
 500 James Robertson Pkwy  
 Nashville, TN 37243-1162

**Or email report to:**  
 Manufactured.Housing@tn.gov

**Please retain a copy for your records.**





**Weekly Installation Report**

Report for Week of: \_\_\_\_\_

By signing below, I certify that I have completed this report in good faith and all information included herein is correct and true to the best of my knowledge. Any false statements or misrepresentations on this application may be cause for disciplinary action pursuant to T.C.A. § 68-126-410.

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