

November 19, 2018

TO: Industry Personnel & Section Staff

RE: Follow-up on New Weekly Installation Report – Revised Date of Compliance

To All,

At this time the change to the New Weekly Installation Report has overall been successful. There are however a few reoccurring problems that the Section would like to address and hopefully clear up, they are as follows;

- 1) When completing the report as the licensee placing the decal in the home, the licensee must populate they correct area retailer/installer section that correlates with their license number (5002 – Retailer / 5003 – Installer).
- 2) If you're a retailer and are placing the Decal on the home, the only information needed on the installer Section is the name of the company who installed the home. If you use your own in-house personnel to install then place an N/A in the installer Section.
- 3) If you're an installer and are placing the Decal on the home, the only information needed on the retailer Section is the name of the retailer.
- 4) If you have a retailer license and are installing for a retailer other than yourself and are placing the decal in the home, please be sure in the installer section record your complete license number 5002\*\*\*.
- 5) At this time the Section will extend the date of complete implementation of the new Weekly Installation Report to 2/1/19. Any weekly's submitted beyond this date that is on the old form will be rejected.

It is extremely important that the Section capture this information for State and Federal Auditing purposes, as well as a layer of information that is recorded and available to the licensee by request if ever needed. Thanks to all Industry personnel for their cooperation and acceptance to this change in process.

Sincerely,

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