



Building Standards and Codes

New York State
Department of State
Division of Building Standards and Codes
 One Commerce Plaza
 99 Washington Avenue, Suite 1160
 Albany, NY 12231-0001
 (518) 474-4073
 Fax: (518) 486-4487
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Installer's Quarterly Warranty Seal Report

Installer's certification number ▶	
Legal name (as it appears on the Certification)	
DBA (doing business as) name	
Number and street	
City, State, ZIP Code	

REPORTING PERIODS

Mark an **X** in the box for the quarter reported

1st Quarter: January 1 – March 31

Postmarked by: April 30th

2nd Quarter: April 1 – June 30

Postmarked by: July 30th

3rd Quarter: July 1 – September 30

Postmarked by: October 30th

4th Quarter: October 1 – December 31

Postmarked by: January 30th

Indicate year: **20**

Failure to complete quarterly reporting may be subject to penalties as prescribed by Article 21-B.

No Homes Installed this Quarter?	If you have not installed any manufactured homes for this reporting period mark an X in the box and mark NONE in Installed Units section then mail this report.	<input type="checkbox"/>
Has your Address or Business Information Changed?	If so, call the Dept. of State at (518) 474-4073 or mark an X in the box and enter new information above.	<input type="checkbox"/>
Final Report?	If so, mark an X in the box if you are discontinuing your business operations and this is your final report. Attach your Certification and unused warranty seals to this report.	<input type="checkbox"/>

INSTALLED UNITS

Attach the yellow copy of Warranty Seal to this Report.

Warranty Seal No.	Owner Name(s)

For office use only

Mail report and attachments to the above address

