

CHATTEL LIST INSTRUCTIONS:

Please fill in the requested information for every item in each tenant unit and/or tenant building of the development. MHDC expects that the chattel list submitted at conversion will match the development characteristics worksheet that was submitted at application. To the extent that there are discrepancies, please provide an explanation together with the chattel list. Regardless of whether there is more than one of the same type of item in a development, each item must be listed on its own line (i.e., if there are 20 General Electric refrigerators in a development, each individual refrigerator must be listed on its own line). Some of the information required for the chattel list can be found on the item's purchase order. However, submitting documentation which includes the above information is not sufficient. All of the above information must be included on the chattel list.

- ¹ Identify the building by address, if possible. If it is not possible to identify the building by address, some other description, such as the Building Identification Number, may be used as long as each building in the development is readily identifiable.
- ² Identify the unit within the specified building which the item is located.
- ³ Identify the type of each item (i.e., refrigerator, washing machine, microwave, etc.).
- ⁴ Identify the make of each item (i.e., General Electric, Frigidaire, etc.).
- ⁵ Identify the model of each item.
- ⁶ Give the full serial number for each item.
- ⁷ Indicate whether each item is new or used as of the date of completion of this form by writing "New" or "Used".

In conjunction with the chattel list the development owner must submit a signed and dated original letter on company letterhead which must be attached to the front of the chattel list. The letter must contain the following language verbatim:

"I hereby certify the attached to be a true and exact copy of the chattel list, as of the date of this letter."

THIS PAGE IS FOR INSTRUCTION ONLY AND SHOULD NOT BE USED AS THE CERTIFICATION LETTER.