

CERTAINTEED ORGANIC SHINGLES CLASS ACTION SETTLEMENT STANDARD CLAIM FORM

INSTRUCTIONS

How to determine whether this Standard Claim Form is the right form for your claim.

- You should submit this claim form if you believe that your CertainTeed Organic Shingles (“Organic Shingles”) meet the criteria for Damaged Shingles set forth in the Settlement Agreement. The Settlement Agreement, including the criteria for determining eligibility for payment, can be found on the website, www.CertainTeedShingleSettlement.com. To find out if your Organic Shingles meet the criteria for defective shingles and for more information about whether you are eligible to file a claim, see the attached Notice or visit the website and access the “Claim Eligibility” tab, or call CertainTeed at 1-888-898-4111.
- If you have already submitted a warranty claim to CertainTeed for the Organic Shingles **and** CertainTeed has offered you a warranty claim payment **you do not need to submit this Claim Form**; you need only submit an Abbreviated Claim Form. You can obtain an Abbreviated Claim Form by visiting www.CertainTeedShingleSettlement.com or calling 1-888- 898-4111.

How to determine the due date for your Claim Form.

The due dates for Claim Forms vary and range from 90 days to 25 years after the Settlement Effective date. To find out the due date for your Claim Form, see the attached Notice or visit www.CertainTeedShingleSettlement.com and access the “Claims Deadline” tab, or call CertainTeed at 1-888- 898-4111. Claim Forms postmarked (or if not mailed, received) after the applicable claims deadline cannot be processed under the terms of the Settlement. A Claim Form received by the Claims Administrator will be deemed to have been submitted when posted, if a postmark is indicated on the envelope and it is mailed first class, and addressed in accordance with these instructions. In all other cases, a Claim Form will be deemed to have been submitted when actually received by the Claims Administrator.

How to complete this Claim Form.

1. Please type or print your responses in ink. Use “N/A” when the question does not apply. You must respond to any request for additional information; if you fail to respond, your claim may not be processed, and you will forfeit important rights. The more complete the Claim Form, the more quickly your claim can be processed.
2. Please keep a personal copy of the Claim Form and all enclosures. **Do not submit your only copy of the supporting documents.** Materials submitted will not be returned. All copies of documentation submitted in support of this claim should be clear, legible, and complete.
3. To support your claim as requested in this form, please submit as many color photographs as necessary. Due to computer security reasons, submissions may not be accepted via email. Paper copies must be photo-quality color pictures; do not submit black-and-white photocopies. Photographs may also be submitted on CD or DVD labeled with your claim number.
4. Place the completed CertainTeed Organic Shingles Class Action Settlement Standard Claim Form, and all the photographs and other supporting documentation, together in an envelope so they do not become damaged or lost. Then place both the envelope and shingle sample together in one (1) box, seal and send the box to the following address:

**CertainTeed Organic Claims Settlement Administrator
1508 Delp Drive
P.O. Box 5555
Harleysville, PA 19438**

Further instructions for creating and shipping a box containing a shingle sample are provided in an instruction sheet included at the end of this form. Failure to provide any of the items listed above will delay the processing of your claim. If you have a question or need to contact the Claims Administrator, email claimsadministrator@CertainTeedShingleSettlement.com, call 1-888-898-4111, or write to the address above.

Please notify the Claims Administrator of any change of address that occurs after you submit your claim.

What to expect after you submit your Claim Form.

1. No acknowledgement will be made of the receipt of a Claim Form. If you wish to be assured that your Claim Form and documentation was delivered, please use a shipping method that provides delivery certification. You should be aware that it will take time to process fully all of the claims and to administer the Settlement. This work will be completed as promptly as time permits, given the need to investigate and evaluate each Claim Form.
2. The Claims Administrator will evaluate all of the information and documentation that you submit in order to determine your eligibility for benefits under the Settlement Agreement. The Claims Administrator will contact you to request additional information if the information you provided is insufficient to process your claim.

Please be assured that we are committed to processing your claim in a fair and timely manner. For additional information about the Settlement and the specific warranty under which your shingles are covered, please visit www.CertainTeedShingleSettlement.com.

CERTAINTED ORGANIC SHINGLES CLASS ACTION SETTLEMENT STANDARD CLAIM FORM

CLAIM NUMBER _____

I. CLAIMANT INFORMATION

Name: _____

Co-owner's Name: _____

Current Address: _____
Street Address Apt. Number

_____ City State Zip

Telephone: (____) _____ (____) _____ (____) _____
Daytime Evening Cell

Fax: (____) _____ Email: _____

Co-owners Current Address: _____
(if different from above) Street Address Apt. Number

_____ City State Zip

If Claimant is other than an individual, state the name and capacity of the person completing this form (*Officer, Partner, etc*): _____

Do you consent to receive official information about the claim via email? _____
Yes No

II. DESCRIPTION OF PROPERTY WHERE ORGANIC SHINGLES ARE OR WERE INSTALLED (Please Fill Out a Separate Copy of This Section for Each Property)

STREET ADDRESS OF BUILDING WITH SHINGLES, IF DIFFERENT FROM CLAIMANT'S ADDRESS:
(Do Not Use A Post Office Box)

_____ Street Address Apt. Number

_____ City State Zip Code

_____ Nearest cross street to property

NAME OF CURRENT OCCUPANT (If different from Claimant): _____

OWNERSHIP

When did you acquire the property? _____ / _____
(month / year)

Do you currently own the Property? _____
Yes No

If you now own the Property, you must provide the following proof of ownership:

1. A copy of the property deed or dated property tax record showing that you are the owner of the Property;
and
2. Any *one* of the following documents:
 a copy of the current Mortgage Statement;
 a copy of the current home insurance statement;
 a copy of a current utility bill; or
 a copy of the property deed (if not supplied for #1 above).

Enclosures Required: Check off and enclose checked documents for proof of ownership. The document must name all owners and provide the address of the Property; a mailing address is not sufficient. Please do not send originals. For manufactured homes a copy of the current registration or property title may be provided instead of the property deed.

If you do not now own the Property:

When did you sell the property? _____ / _____
(month / year)

To whom did you sell the property? _____

Who owns the property now? _____

Has there been an assignment of the claims relating to the Shingles? Yes No

If yes, you must provide proof of the assignment with this claim form.

PROPERTY TYPE

What type of property was or are the Organic Shingles installed on:

<input type="checkbox"/> Single-family residence	<input type="checkbox"/> Apartment Building	<input type="checkbox"/> Commercial
<input type="checkbox"/> Condominium	<input type="checkbox"/> Duplex	<input type="checkbox"/> Other/Describe: _____

When was the building built? _____

List the name of the development, neighborhood, or subdivision where the property is located: _____

Check Appropriate Boxes:

Type of Deck: <input type="checkbox"/> Plywood or OSB	<input type="checkbox"/> Wood Planks (width :1 X _____)	<input type="checkbox"/> Other Type: _____
Roof Over or: <input type="checkbox"/> Complete Tear Off	<input type="checkbox"/> Over Asphalt Shingles	<input type="checkbox"/> Over Wood Shingles <input type="checkbox"/> New _____
Ventilation: <input type="checkbox"/> Ridge Vents	<input type="checkbox"/> Eave Vents	<input type="checkbox"/> Gable Vents <input type="checkbox"/> Roof Vents
<input type="checkbox"/> Roof Turbines	<input type="checkbox"/> Power Vents	<input type="checkbox"/> Other Type Vents: _____

OTHER CLAIMS

Did you or any prior owner ever make a warranty claim to CertainTeed regarding the shingles, before making this claim? Yes No

If yes, provide your warranty claim number: # _____

When was the claim made? _____ / _____
(month / year)

Have you *signed* a release with CertainTeed regarding your current claim? Yes No

PART ID-B

If you are unable to provide a shingle sample, you still must provide credible evidence (a) that the shingles that are the subject of the claim are CertainTeed Organic shingles; (b) of the quantity of shingles; (c) of the date of installation; and (d) that the shingles meet the criteria for Damaged Shingles under the Settlement Agreement. CertainTeed reserves the right to require a shingle sample if it determines that the alternative evidence that you supply does not adequately demonstrate that CertainTeed Organic Shingles were installed on your roof, the quantity of shingles, the date of installation, and that the shingles meet the criteria for Damaged Shingles under the Settlement Agreement.

- I am unable to provide a shingle sample but nevertheless I believe I have sufficient documentation to substantiate my claim. I am enclosing a separate sheet of paper that explains in detail why I am unable to provide the sample, and how the documentation that I am submitting provides substantiation for the criteria noted in (a) through (d) in the preceding paragraph. **(Please check box to verify the truth of this statement).**

OTHER DOCUMENTATION

IMPORTANT: Each submitted document must be labeled with the assigned Claim Number and Claimant Name. Photographs must also be labeled to identify the plane or area of the roof shown.

PLEASE CHECK OFF EACH BOX BELOW TO INDICATE WHETHER YOU ARE ENCLOSING THE DOCUMENT(S) DESCRIBED BY THE LANGUAGE NEXT TO EACH BOX. YOU MAY HAVE DOCUMENTS THAT SATISFY MORE THAN ONE BOX; IF SO A SINGLE COPY OF THE DOCUMENT IS SUFFICIENT.

- If you hired a roofer to remove your shingle sample, attach the roofer’s invoice for this job (needed to obtain your reimbursement of up to \$50).
- Documentation of product identification.
Acceptable documentation, as an alternative to a shingle sample, would include reliable and contemporaneous documentary proof of purchase and installation of the Organic Shingles, such as an invoice from a roofer and evidence of payment; or a prior communication from CertainTeed (e.g., where a prior warranty claim has been made), which confirms that the Shingles on the structure are CertainTeed Organic Shingles. In some cases, photographs of the roof may be sufficient to establish that the Shingles installed on the property are CertainTeed Organic Shingles. Bids are **not** acceptable.
- Documentation of date of installation.
Documentation that may show the date of installation would include: a dated invoice for installing the shingles from a roofer; a certificate of occupancy or final building inspection; or a Building Permit. The Building Permit should be available by contacting your local township office. Bids from roofers for shingle installation are not acceptable.
- Documentation of quantity of shingles.
Acceptable documentation would be the original receipt showing the date and quantity of materials purchased, or the roofing contractor’s invoice at the time of application. Photographs of the building sufficient to establish the size of the roof may be accepted if other documentation is not available.
- Documentation of the condition of the shingles.
Please submit photographs in each category specified below. In general, try to make sure that the photographs are sufficient to establish the condition of the roof and Organic Shingles in sufficient detail and quality to allow the Claims Administrator to evaluate whether and how many of your shingles qualify as Damaged under the settlement agreement, and to determine the nature and extent of any affected areas.
- A **minimum of two** photographs indicating the location from which the sample was removed before and after removal. (for persons who are submitting a shingle sample).
- Sufficient** photographs to show the entire structure (front and back) from the ground level, and from a distance sufficient to show the entire structure.
- A **minimum of two** photographs of each roof plane showing the plane and the condition of the Shingles. Such photographs should include close-up pictures of the problem.
- One** photograph showing the building number on the building or on a mailbox in front of the building.
- Sufficient** photographs to show existing ventilation in the structure (soffit, eave, ridge, box vents, etc.)
- One or more** photographs showing a close-up of the problem.
- Other**

V. CERTIFICATION

All the information that I supplied in this Claim Form is true and correct to the best of my knowledge and belief.

All samples or photographs I have supplied are typical of the damage to the roof or roof plane for which I seek compensation.

This document is signed under penalties of perjury. By my signature below, I also authorize the Claims Administrator to verify the Claim, including by retaining an Inspector to inspect the Organic Shingles on the Property.

Signature of Owner

Date

ACCURATE CLAIMS PROCESSING TAKES TIME.

THANK YOU FOR YOUR PATIENCE.

Reminder Checklist:

1. Please check to make sure you have answered all of the questions on the Standard Claim Form.
2. Please sign the above release and certification.
3. Remember to enclose copies of all required supporting documentation.
4. Keep a copy of the completed Claim Form for your records.
5. If you desire an acknowledgment of receipt of your Claim Form, please use a form of mailing that will provide you with a return receipt.
6. If you move, or if the Settlement Notice was sent to you at an old or incorrect address, please provide us with your new address.
7. If you have any questions concerning this Claim Form, contact the Claims Administrator by calling 1-888-898-4111 or writing: CertainTeed Organic Claims Settlement Administrator, 1508 Delp Drive, P.O. Box 5555, Harleysville, PA 19438.

Shingle Sample Packing Instructions:

To insure a proper and timely evaluation of your claim, the manner in which your shingle sample is packaged and shipped to the Claims Administrator is very important. **The applied and complete shingle sample must be shipped flat (do NOT fold, cut or roll up the shingle).**

To make a shingle box:

- A) Obtain 1 or 2 large cardboard boxes, (commonly available at department or grocery stores), and cut down the sides of the box.
- B) Place the sample in the center and cut away the excess cardboard. "Sandwich" the sample between the two pieces of cardboard. The finished pieces should be around 12 1/2" x 37" (for English size shingles), 14" x 40" (for Metric size shingles) and 18 1/2" x 37" (for oversize shingles).
- C) Include the completed CertainTeed Organic Shingle Class Action Settlement Claim Form, photographs, and other documentation in a separate envelope and place in the envelope with the shingles.
- D) Tape securely around the entire circumference of the box with duct or packaging tape and place the address label provided on the outside of the box.
- E) We recommend shipping insured USPS (United States Postal Service), UPS (United Parcel Service), FedEx (Federal Express) or another traceable and insured carrier.