

# 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](http://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](http://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](http://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 LLC**  
**Attn: RPG Technical Services QC Lab**  
**805 W 5th Street**  
**Suite 7**  
**Lansdale, PA 19446**

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 [rpg.t.services@saint-gobain.com](mailto:rpg.t.services@saint-gobain.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](http://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:

___ Single-family residence	___ Apartment Building	___ Commercial
___ Condominium	___ Duplex	___ Other/Describe: _____

When was the building built? \_\_\_\_\_

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

**Check Appropriate Boxes:**

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

Was the property the subject of an insurance claim regarding the shingles? \_\_\_\_\_  
Yes No

If yes, provide the insurance claim number: # \_\_\_\_\_

When was the claim made? \_\_\_\_\_ / \_\_\_\_\_  
(month / year)

To whom was the claim made? \_\_\_\_\_

How much money was received? \_\_\_\_\_

### III. INSTALLATION, CONDITION, AND IDENTIFICATION OF ORGANIC SHINGLES

#### **INSTALLATION**

What type of CertainTeed Organic Shingles are installed on your building? \_\_\_\_\_

When were the Shingles installed? \_\_\_\_\_ / \_\_\_\_\_  
(month / year)

Indicate whether the Shingles were installed during original construction of the structure or later, by checking one of the following:

\_\_\_\_ Installed when structure was originally built

\_\_\_\_ Installed later

Provide the name and address of the builder or roofing contractor who installed the shingles.

Name: \_\_\_\_\_

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

Street Address

City

State

Zip Code

#### **AMOUNT OF SHINGLES INSTALLED ON PROPERTY**

Total square feet of roof \_\_\_\_\_

Total square feet of Organic Shingles on the property \_\_\_\_\_

Total square feet of Organic Shingles that are damaged \_\_\_\_\_

The total square feet of each structure on the property \_\_\_\_\_

Measurement of the footprint of the property \_\_\_\_\_

The number of stories the property has \_\_\_\_\_

The pitch of the roof(s) \_\_\_\_\_

Note: The pitch of the roof refers to the slope of the roof. A roof's pitch is calculated by the number of inches it rises vertically for every 12 inches it extends horizontally. So a roof that rises 6 inches vertically for every 12 inches horizontally has a 6/12 pitch.

#### **CONDITION OF THE SHINGLES**

Describe your specific concern with the CertainTeed Organic Shingles and specify the areas of the roof where those concerns are manifested:

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**REPAIR/ REPLACEMENT HISTORY**

Have you repaired or replaced your shingles? \_\_\_\_\_  
Yes No

Describe repairs that were made:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THE SHINGLE SAMPLE**

**IMPORTANT:** Providing a shingle sample is the most expeditious and sometimes the only means by which your claim can be processed and compensation paid. A sample shingle from your roof is the best evidence that the shingles on your roof are CertainTeed Organic Shingles and of the current condition of your shingles. Therefore, providing a shingle sample will help speed review of your claim and help you avoid follow up questions and delays during the claims process. CertainTeed will reimburse you up to \$50.00 for the expense of having a roofing professional remove and replace the shingle necessary to make a claim, provided that the shingle, upon inspection and testing, is determined to have been manufactured by CertainTeed. Please submit an invoice at the time the sample is sent to the Claims Administrator. In the event that the sample is proven not to be a product manufactured by CertainTeed, you will not be reimbursed the \$50.

**IF YOU ARE ABLE TO SUBMIT A SHINGLE SAMPLE, PLEASE FILL OUT PART ID-A OF THIS FORM.**

**IF YOU ARE UNABLE TO SUBMIT A SHINGLE SAMPLE, SKIP TO PART ID-B BELOW.**

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**PART ID-A**

**If you are able to submit a shingle sample, please:**

- Carefully remove a **full shingle** from the roof of the property, which clearly demonstrates the condition of the shingles. Shingles of the same or similar design must be installed immediately to replace the removed sample in order to prevent serious leakage.
- Label your shingle sample with the assigned Claim number, Claimant name, and Claimant address.
- Pack and ship the shingle as directed in the shingle sample removal instructions included in this packet. The shingle sample must be shipped **FLAT** to insure proper evaluation. All shingle samples submitted become the property of CertainTeed Corporation and are not returnable.

I am submitting a full shingle sample in support of my claim as directed in the instructions above. I certify that this shingle was installed on the structure with respect to which I am making my claim.

**(Please check box to verify the truth of this statement).**

If you are able to provide a shingle sample, you need only submit additional credible evidence (a) of the quantity of shingles; (c) the date of installation; and (d) that other shingles on the roof also meet the criteria for Damaged Shingles under the Settlement Agreement.

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**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).**

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**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**

**INSPECTION**

If the property must be inspected, do you wish to be present for the inspection?                        
Yes No

If yes, please provide convenient times to call to schedule the inspection and the telephone numbers and e-mail addresses that are best to use for scheduling: \_\_\_\_\_

Is there a dog(s) on the property?                        
Yes No

Are there locked gates on the property?                        
Yes No

**IV. ACKNOWLEDGMENT OF CLAIMANT(S)**

**Claimants must acknowledge that they have read and agree to the following by checking the boxes (mandatory):**

SUBMISSION TO JURISDICTION OF COURT. Claimant agrees to submit to the exclusive jurisdiction of the U. S. District Court for the Eastern District of Pennsylvania for all purposes associated with this Claim.

VERIFICATION OF CLAIM AND WARRANTY. Claimant represents and warrants that the information, enclosures, and supporting documentation submitted herewith are true, correct, and accurate. Claimant specifically warrants that Claimant is the rightful and only owner or assignee of the Claim submitted and has not otherwise transferred or encumbered any right or interest in this Claim and/or right or entitlement arising from the Settlement to any person.

RELEASE. In the event that I receive compensation under the Settlement Agreement, and then in consideration thereof, and subject to various paragraphs contained in the Settlement Agreement, I, on behalf of myself and my agents, heirs, executors and administrators, successors, attorneys, representatives, and assigns, fully and finally settle, release and discharge from the Settled Claims (defined below) each and all of the Released Parties defined as CertainTeed Corporation and its former and present parents, subsidiaries, affiliates, shareholders, directors, officers, employees, agents, representatives, accountants, auditors, attorneys, advisors, insurers, investment bankers, heirs, executors, administrators, beneficiaries and the predecessors, successors, heirs and assigns of any of them, and any person or entity in which any of the foregoing has or had a controlling interest or which is or was related to or affiliated with any of the foregoing. If the CertainTeed Organic Shingles remain on the roof when the structure is sold, I further agree to advise the subsequent Purchaser of the Property of the payment and Release and make such other appropriate disclosure as may be required by applicable local, provincial, and state laws regarding the purchase and sale of the property. I hereby warrant and represent that I have not assigned or transferred or purported to assign or transfer, voluntarily or involuntarily, any matter released pursuant to this release or any other part or portion thereof.

**“Settled Claim”** means any claim liability, right, demand, suit, matter, obligation, damage, loss or cost (including the cost of remediation), action or cause of action, of every kind and description that the Releasing Party has or may have, including assigned claims whether known or unknown, asserted or unasserted, latent or patent, which arises out of damage to the Organic Shingles, including without limitation all claims or liability on account of or related to Damage to the Organic Shingles, including but not limited to claims for damage to the roof deck and associated roofing system and/or structure, which were alleged or could have been alleged in the Complaints in the actions consolidated in MDL Docket No. 1817. Without limiting the generality of the foregoing, Settled Claim shall include, with regard to the foregoing subject matter: (1) any claim for breach or violation of any federal or state statute, consumer protection acts, case law, common law, or other law; (2) any claim for breach of any duty imposed by law, by contract, or otherwise; (3) any claim based on strict product liability, failure to warn, negligent failure to warn, negligence, reliance, breach of express or implied warranty, racketeering, fraud, conspiracy, consumer fraud, negligent misrepresentation/omission, or intentional misrepresentation/omission; (4) any claim arising from or in any way related to the design, manufacture, production, labeling, warning, sale, promotion, distribution, assembly, or installation of Organic Shingles, and/or any alleged defects in the Organic Shingles, or any part thereof; and (5) any claim for penalties, punitive damages, exemplary damages, or any claim for damages based upon any multiplication or enhancement of compensatory damages associated with (1) through (4) above.

Settled Claim does not include: (1) any claims for damages to the interior part of a building below the roof deck suffered on account of damage to the Organic Shingles; (2) any claims which do not arise from damage to the Organic Shingles; (3) any claim for bodily injury, including claims for pain and suffering, emotional distress, mental anguish, or similar damages suffered as the result of such bodily injury; and (4) obligations incurred by CertainTeed in settlements it has made with class members prior to the Effective Date of the Settlement Agreement.

## **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 LLC, Attn: RPG Technical Services QC Lab, 805 W 5th Street, Suite 7, Lansdale, PA 19446.

### **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.