

CLAIM FORM INSTRUCTIONS

JOHNS MANVILLE/SCHULLER INTERNATIONAL PHENOLIC FOAM ROOF INSULATION (PFRI) CLASS ACTION SETTLEMENT Manville Ultragard Premier™, Insul Base Premier™ and Fesco-Foam Board™ Phenolic Foam Insulation

HOW TO FILL OUT THE CLAIM FOR METAL DECK REMEDIATION COSTS

ATTACHMENT CHECKLIST:

- _____ Proof of Property Ownership
- _____ Proof that phenolic foam roof insulation (PFRI) manufactured by Johns Manville is/was installed over your metal roof deck *
- _____ Documentation of when the Johns Manville PFRI was installed*
- _____ Documentation of square footage of metal roof deck covered by Johns Manville PFRI*
- _____ Photographs or other documentation showing whether your roof has a single-ply membrane (SPM), a built-up (BUR), or shingled roofing system*
- _____ Required tax information

**If you receive a Roof Inspection Summary with this Claim Form and do not contest JM's calculations/determinations as shown on the Summary, you do not need to submit additional information on this point.*

A. Name of Property Owner/Claimant: Include all co-owners of the property (for individuals, first name, middle initial, last name). If the property has exterior walls held in common, such as condominium or cooperative association, use the name of the managing association and attach the designation of officers. If you are signing the form as an executor, conservator or in any other representative capacity, attach documentation of your authority. If you are not the current owner, attach a written assignment of the claim from the current owner.

B. Proof of Property Ownership: You must include valid proof that you own the property with the claim, or that you have a valid assignment of the claim from the current owner. This proof may consist of a copy of a current property tax bill, deed, or current property insurance declaration page.

C. Proof that Johns Manville PFRI Is/Was Installed: You must attach evidence that the roof insulation on your building is/was PFRI manufactured by Johns Manville and is/was not a different insulation product or a PFRI product made by Koppers, Beazer East or another company.

If you receive a "Roof Inspection Summary" with this Claim Form and do not contest JM's calculation of the square footage of metal deck with JM PFRI or of the type of roof system on your building as shown on the Summary, check the appropriate box in Item B of the Claim form and skip to Item G. "Tax Information." You do not need to submit additional proof that you have JM PFRI, or of the square footage, the date of installation, or of the type of roof system on your building. Your settlement payment will be calculated based on the information shown in the Roof Inspection Summary.

If you do not receive a Roof Inspection Summary, or if you contest JM's calculations shown in the Roof Inspection Summary, you must submit **one or more** of the following, and you must also respond to Items D. through F., as applicable, in the Claim Form. Johns Manville may arrange for an inspection of your building's roof, which may include one or more test cuts, at its own expense to verify the statements you make in the Claim Form.

1. Prior Acknowledgment by Johns Manville or Other Manufacturers - You may prove that your property contains Johns Manville PFRI by attaching a written acknowledgment (Inspection Report, Settlement Voucher, Correspondence, Release Letter, etc.) from Johns Manville or another roof insulation manufacturer acknowledging that you have Johns Manville PFRI
2. Certification by NRCA or RCI member - Another way of proving installation of Johns Manville PFRI in your property is to obtain a signed letter from a member of the National Roofing Contractors Association (NRCA) or a member of the Roof Consultant Institute (RCI) certifying, under penalty of perjury, that your roof contains Johns Manville PFRI over a metal deck.

3. Roof System Warranty/Contractor's Warranty - If your roof system warranty or warranty registration or a warranty issued by your roof system installer at the time of the installation indicates the brand and type of insulation, that ordinarily will be sufficient to demonstrate that Johns Manville PFRI was used.
4. Installation Receipts/Invoices/Shipping Records - Another way to submit evidence of Johns Manville PFRI in your property is to submit copies of installation invoices or receipts indicating that Johns Manville PFRI was installed on or delivered to your property.
5. Architect's Specifications - A copy of the architect's specification for Johns Manville PFRI may be sufficient.
6. Photograph of Test Cut: You may submit photographs of a test cut of your roof system that (a) show PFRI, **and** (b) which are accompanied by documentary evidence that the roof was installed between January 18, 1989 and December 31, 1992.

D. Type of Roof System (Single-ply; BUR; Shingles) and Square Footage of Metal Deck with Johns Manville PFRI: State whether your roof has a single-ply membrane, is a built-up roof, or is shingled, and attach photographs, plans or other documentation reflecting whether the roof system is a SPM, BUR or shingle roof. You may have more than one type of roof system on your roof. If so, you must separately state the square footage of roof with a single-ply membrane versus the square footage of roof with a built-up roof or shingles on top of a metal deck. You need not complete this question if you received a Roof Inspection Summary and do not disagree with Johns Manville's determinations and calculations.

If you did not receive a Roof Inspection Summary, or if you contest Johns Manville's calculations in the Roof Inspection Summary, you must state in square feet, and provide documentation of, the amount of surface area on your roof that has Johns Manville PFRI over a metal deck. Proof could include any of the following types of documents which indicate (i) the size of the deck, and (ii) that the deck is metal:

1. Items in C.1-5, above, or
2. Building or Roofing Construction Contract, or
3. Plan, Blueprint or Mechanical Drawing by a Design Professional

E. Month/Year Johns Manville PFRI Installed: If you did not receive a Roof Inspection Summary, or if you contest Johns Manville's calculations in the Roof Inspection Summary, put the month/year your Johns Manville PFRI was installed; you may have multiple dates if it was installed in stages or on separate structures. You should attach the best evidence available to you of when the Johns Manville PFRI was installed. Examples include a certificate of occupancy, statement from the builder, receipt for purchase or delivery of PFRI or other document that shows the month/year and your property address.

F. Tax Information: Complete the enclosed Tax Information form and return it with your claim. No payments can be made without the Claims Administrator's receipt of the Tax Information form.

G. Representations of Claimant(s) and Release: All owners or their legal representatives must sign and date the form. If you are signing on behalf of another party, attach proof of authority or power of attorney.

For questions on completing this Claim Form, please refer to the Notice of Class Action Settlement, available at www.pfriclaims.com or call the Notice Administrator toll free at 1-877-917-PFRI.

CLAIM FORM

**JOHNS MANVILLE/SCHULLER INTERNATIONAL
PHENOLIC FOAM ROOF INSULATION (PFRI) CLASS ACTION SETTLEMENT
Manville Ultragard Premier™, Insul Base Premier™ and Fesco-Foam Board™ Phenolic Foam Insulation**

G Check here if you are not the current property owner. If you are not the current property owner, attach a written assignment of the PFRI claim from the current Owner of the property to you.

A. Name of Property Owner(s): _____

(Including Co-Owner(s): _____
(See paragraph A of the attached instructions)

Property Address: _____
Street

City _____ State _____ Zip _____

Mailing Address (if Different): _____
Street; P.O. Box

City _____ State _____ Zip _____

Telephones: _____
Day _____ Evening _____ Fax _____

Email: _____

B. Proof of Property Ownership: **G** You must include attachments described in paragraph B of the attached instructions.

Did you receive a Roof Inspection Summary with Johns Manville’s calculations of the square footage of metal deck on your building with Johns Manville PFRI?

G YES IF YES, provide KEY/CLAIM#: _____
G NO

If so, do you contest any of Johns Manville’s determinations on the Roof Inspection Summary?

G YES
G NO

If “Yes”, please describe any discrepancies and attach copies of supporting documentation.
If “No”, skip to Item G., below

If you received a Roof Inspection Summary and do not contest JM’s calculations/determinations, you do not need to complete Items C. through F.

Complete C. - F. only if you did not receive a Roof Inspection Summary or if you contest Johns Manville’s calculations/determinations.

C. Proof that Johns Manville PFRI Was Installed: **G** You must include one or more of the attachments described in paragraph C of the attached instructions.

D. Check the type of Roof System on Your Property and Indicate the Area of Metal Roof Deck (in Square Feet) under Each Type of Roof System containing JM PFRI:

(See paragraph D of the attached instructions. If you have more than one type of roof system, check all that apply)

- G Single-Ply Membrane _____ square feet
 - G Built-Up (Tar and Gravel) _____ square feet
 - G Shingles _____ square feet
 - G Other _____ square feet
- Describe: _____
- TOTAL: _____ square feet

G *You must also include attachments described in Paragraph D of the attached instructions*

E. Month/Year Johns Manville PFRI Was Installed:

(See paragraph D of the attached instructions)

F. TAX INFORMATION

We need the following information to comply with Internal Revenue Service reporting requirements:

Question 1: Are you the FORMER owner of the property for which you have filed a claim?
G Yes Q No

Question 2: Have you previously deducted on your federal income tax return(s) the original cost of installing JM PFRI?
G Yes Q No

Question 3: Have you previously deducted on your federal income tax return(s) any repair/remediation costs associated with JM PFRI?
G Yes Q No

If you answered “No” to all three questions, you may skip to the section “Representations of Claimant(s) and Release”.

If you answered “Yes” to any of the three questions, the amount of your recovery under the settlement must be reported to the Internal Revenue Service on Form 1099 MISC. Please provide your Taxpayer Identification Number. For individuals, your TIN is your social security number. For other entities, it is your Employer Identification Number.

Social Security Number (Claimant) or _____
Employer Identification Number (Claimant)

Social Security Number (Claimant) or _____
Employer Identification Number (Claimant)
