



## **INSTRUCTIONS**

### **How to determine whether to submit this Claim Form for your claim**

You should submit this Claim Form if you believe that your CertainTeed Fiber Cement Siding (“Siding”) meets the criteria for Qualifying Damage set forth in the Settlement Agreement. The Settlement Agreement, including the criteria for determining eligibility for a remedy, can be found on the website, [www.CertainTeedSettlement.ca](http://www.CertainTeedSettlement.ca). To find out if your Siding meets the criteria for Qualifying Damage and for more information about whether you are eligible to file a claim, see the attached Notice or visit the website and access the “Case Information” menu, or call the Claims Administrator at 1-866-482-5436.

### **Claim Form Due Date**

Claim Forms are due within six (6) years after the Effective Date or until the Settlement Amount is exhausted (if you sold the house or other building and obtained an assignment of claims from the buyer, you must file within 90 days of the later of the Effective Date of the Settlement or the closing of your sale). Claim Forms postmarked (or if not mailed, received) after the due date will be denied, unless you request a Claim Form prior to the due date, but receive it after the due date, in which case you will be granted another 60 days to complete and return your Claims Package from the date when the Claim Form was mailed to you. 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. All questions *must* be answered. Please type or print your responses in blue or black 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 Claim Form, please submit as many color photographs as necessary. 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 Standard Claim Form, and all the photographs and other supporting documentation, together in an envelope so they do not become damaged or lost. Then send the envelope to the following address:

CertainTeed Fiber Cement Settlement  
c/o Analytics LLC, Settlement Administrator  
P.O. Box 2004  
Chanhassen MN 55317-2004

You may submit your Claim Form and enclosures via email to the following email address: [claims@CertainTeedSettlement.ca](mailto:claims@CertainTeedSettlement.ca).

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 [info@CertainTeedSettlement.ca](mailto:info@CertainTeedSettlement.ca), call 1-866-482-5436, or write to the address above.

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

### **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 were delivered, please use a shipping method that provides delivery confirmation. You should be aware that it will take time to fully process 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. 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, please visit [www.certainteedsettlement.ca](http://www.certainteedsettlement.ca).





**AMOUNT OF SIDING INSTALLED ON PROPERTY:**

Please provide measurements for the following as well as a breakdown of the amount of siding for which you're claiming per each side of the structure/building (please note the perspective of "front", "right", "back" and "left" as determined by facing the front of the home/structure, e.g. "front" is typically the side of the home/structure that faces the street.)

Number of stories the property has \_\_\_\_\_

Total square feet of Siding on property \_\_\_\_\_

Total square feet of Siding that is damaged \_\_\_\_\_

**Breakdown of measurements/ amount of Siding per side:**

**Main building:**

	Total square feet of Siding	Number of boards installed	Linear feet (foundation)
<b>FRONT:</b>	_____	_____	_____
<b>RIGHT:</b>	_____	_____	_____
<b>BACK:</b>	_____	_____	_____
<b>LEFT:</b>	_____	_____	_____

**Outbuilding/ detached garage (as applicable):**

	Total square feet of Siding	Number of boards installed	Linear feet (foundation)
<b>FRONT:</b>	_____	_____	_____
<b>RIGHT:</b>	_____	_____	_____
<b>BACK:</b>	_____	_____	_____
<b>LEFT:</b>	_____	_____	_____

**Note: You may submit detailed measurements for each wall to assist the Claims Administrator's determination of the measurements. Claimants who do not provide such detailed measurements may not obtain review of the measurements by the Independent Claims Reviewer.**

**CONDITION OF THE SIDING:**

Describe your specific concerns with the Siding and specify the areas of the Siding where those concerns are manifested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PHOTOGRAPHING THE DAMAGE:**

In addition, provide labelled photographs using the measurement scale on this Claim Form. The scale is located to the right on this Claim Form. The Settlement Agreement defines Qualifying Damage in part by reference to the amount of shrinkage, delamination, cracking and warping or bowing. The shrinkage refers to the joint where the ends of two boards meet on a wall or where the board abuts or ends against a window frame, door frame or trim. Use the "3/16" scale mark to measure shrinkage at the point where boards meet. Use the "5/16" scale to measure shrinkage at places where windows, door or trim meet the boards. The "1/2" scale mark on this Claim Form should be used to measure the warping and buckling of the board. To photograph cracking or delamination you do not need to use the scale, but only take pictures of the cracked or delaminated portion of the Siding. The easiest way to see these scales is to hold the scale (or a photocopy of the scale) directly adjacent to the area of shrinking or warping/buckling and take a picture. If it helps, tape the scale to a firm surface, like a piece of cardboard. You can also use a ruler or any other clearly marked measuring device. You can ask a local contractor to assist you.



**REPAIR / REPLACEMENT HISTORY:**

Have you repaired or replaced your Siding?  Yes  No

If you answered yes, describe the repairs made below, including the date of repair:

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You must provide credible evidence (a) that the Siding that is the subject of the claim is CertainTeed Fiber Cement Siding; (b) of the quantity of the Siding; (c) of the date of installation; and (d) that the Siding meets the criteria for Qualifying Damage under the Settlement Agreement.

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**IMPORTANT:** Each submitted document must be labelled with the assigned Claim Number and/or Claimant Name. Photographs must also be labelled to identify the area shown.

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

Documentation of product identification.

Acceptable documentation would include reliable and contemporaneous documentary proof of purchase and installation of the Siding, such as an invoice from a third party and evidence of payment; or a prior communication from CertainTeed (e.g., where a prior warranty claim has been made), which confirms that the Siding on the structure is CertainTeed Fiber Cement Siding. In some cases, photographs of the Siding may be sufficient to establish that the Siding installed on the property is CertainTeed Fiber Cement Siding. Bids and estimates are not acceptable.

Documentation of date of installation.

Documentation that may show the date of installation would include: a dated invoice for installing the Siding from a third party; 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 and estimates from third parties for Siding installation are not acceptable.

Documentation of quantity of Siding panels.

Acceptable documentation would be the original receipt showing the date and quantity of materials purchased, or the contractor's invoice at the time of application. Photographs of the building sufficient to establish the size of the area covered by Siding may be accepted if other documentation is not available.

Documentation of the condition of the Siding.

**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 Siding in sufficient detail and quality to allow the Claims Administrator to evaluate whether and how much of your Siding has Qualifying Damage under the Settlement Agreement, and to determine the nature and extent of any affected areas.

- 1. A minimum of one photo per side of the structure showing each side from the ground to the roof.
- 2. A minimum of two photos showing Qualifying Damage for each side of the structure for which you are claiming. Qualifying Damage consists of cracking, shrinkage, warping, or delamination.

**Please note:** you must use a measurable scale to prove shrinkage or warping as qualifying damage. A scale is provided above on the paper Claim Form. You may also use a ruler or tape measure.

**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 email addresses that are best to use for scheduling:

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**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 Alberta Court of Queen’s Bench or the British Columbia Supreme Court, as applicable, 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. I acknowledge the release set forth in the Settlement Agreement. In addition, in consideration of the benefits provided by the Settlement Agreement, and subject to the terms of the Settlement Agreement, I, on behalf of myself, my agents (including homeowners and condominium associations and strata corporations), subrogees, heirs, executors, administrators, successors, attorneys, representatives, and assigns, release CertainTeed and any person, entity, distributor, seller or contractor that sold, supplied or distributed Siding (the “Released Persons”) from each and every claim of liability, including relief under federal law or the law of any province, which arises out of the purchase, installation, and/or use of the Siding during the Class Period, including without limitation all claims or liability on account of or related to damage to, malfunction of, or failure of performance of the Siding, including, but not limited to, damage to any portion of a structure above the house wrap (weather barrier), including the house wrap itself, which were alleged or could have been alleged in the BC Litigation and the Alberta Litigation. I expressly release all claims for penalties, consequential damages, punitive damages, exemplary damages, statutory damages, special damages, damages based upon a multiplication of compensatory damages, court costs, or lawyers’ fees or expenses, which might otherwise have been made in connection with any claim relating to damage to the Siding itself

If I am resident in any province or territory where the release of one tortfeasor is a release of all other tortfeasors, subject to the terms of the Settlement Agreement, I do not release the Released Persons but instead covenant and undertake not to sue or make any claim in any way or to threaten, commence, participate in, or continue any proceeding in any jurisdiction against the Released Persons in respect of or in relation to the claims made in the BC Litigation and the Alberta Litigation.

If the Siding remains on the structure when the structure is sold, I further agree to advise the subsequent purchaser of the property of the remedy received and this release and make such other appropriate disclosure as may be required by applicable local, provincial, and federal 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.

**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 photographs I have supplied show images that are typical of the damage to the Siding for which I seek compensation.

By my signature below, I also authorize the Claims Administrator to verify the claim, including by retaining an inspector to inspect the Siding on the Property.

\_\_\_\_\_  
Signature of Owner

M M / D D / Y Y Y Y  
[ ] [ ] / [ ] [ ] / [ ] [ ] [ ] [ ]

Date Signed

\_\_\_\_\_  
Signature of Co-Owner

M M / D D / Y Y Y Y  
[ ] [ ] / [ ] [ ] / [ ] [ ] [ ] [ ]

Date Signed

**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 Claim Form.
2. Please sign the above release and certification and check each of the boxes in the "Acknowledgement of Claimant(s)" section.
3. Remember to enclose copies of all required supporting documentation.
4. Keep a copy of the completed Claim Form and supporting documentation 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 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 1-866-482-5436, by emailing [info@CertainTeedSettlement.ca](mailto:info@CertainTeedSettlement.ca) or writing:

CertainTeed Fiber Cement Siding Litigation  
c/o Analytics LLC, Settlement Administrator  
P.O. Box 2004  
Chanhassen, MN 55317-2004

**CLAIM DOCUMENTATION REQUIREMENTS AND SUGGESTIONS  
FOR THE CERTAINTED FIBER CEMENT SIDING CLASS ACTION  
SETTLEMENT CLAIM FORM**

**Measurements**

In addition to providing the total square footage on the claim form, please include a breakdown per side. Indicate the total square footage of siding on the front, back, left and right sides of the structure for which you are claiming. Your measurements should not include doors, windows, or any areas such as brick façade/non-sided areas. Please label each side using the terms “front, back, left, or right” rather than “north, south, east, or west”.

Please state measurements in square feet rather than squares or dimensions. Please note if any given wall shows 5% or more damaged siding, the entire wall will be considered for a settlement.

Please indicate zero “0” square footage for walls without damage.

If the structure is irregular in shape, please do your best to allocate/combine areas of the structure into 4 sides as previously mentioned, resulting in 4 square footage calculations.

**Photographs**

Photographs of each side of your home, and the specific damaged areas are required to support your claim. Please include the following:

1. A minimum of one photo, showing each entire side from the ground to the roof.
2. A minimum of two photos articulating qualifying damage per each side of the structure for which you’re claiming; however, please note your claim may require more than two damage photographs per side to prove your claim beyond the 5% threshold for complete replacement depending on the size of the wall/area. Qualifying damage consists of cracking, shrinkage, warping or delamination. Please note - you must use a measurable scale to prove shrinkage or warping as qualifying damage. A scale is provided on page 5 of the paper Claim Form, although you may also use a ruler or tape measure.

**Miscellaneous**

The term “outbuilding” means any structure that is DETACHED from the main structure. If a garage is attached, those measurements should be included with the main building square footage totals.

All photos must be properly labeled using “front, back, left, or right” verbiage.

You may email your documents to [claims@CertainTeedSettlement.ca](mailto:claims@CertainTeedSettlement.ca).

**If you have any questions regarding the Claim Form or your documentation, please visit the website at [www.CertainTeedSettlement.ca](http://www.CertainTeedSettlement.ca), or contact the Claims Administrator by email at [info@CertainTeedSettlement.ca](mailto:info@CertainTeedSettlement.ca) or by phone toll-free at 1-866-482-5436.**