# CHATTEL LIST

**PROJECT NAME:** ____________________

**MHDC PROJECT #:** ____________________

**DATE:** ________________

<table>
<thead>
<tr>
<th>BUILDING(^1)</th>
<th>UNIT(^2)</th>
<th>ITEM(^3)</th>
<th>MAKE(^4)</th>
<th>MODEL(^5)</th>
<th>SERIAL (^6)</th>
<th>NEW OR USED(^7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: 3906 S. 55th Street or BIN #123456</td>
<td>A-101</td>
<td>Refrigerator</td>
<td>General Electric</td>
<td>GTH18DBXLWW</td>
<td>CBMX-00008254</td>
<td>New</td>
</tr>
</tbody>
</table>

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1. BUILDING
2. UNIT
3. ITEM
4. MAKE
5. MODEL
6. SERIAL
7. NEW OR USED
INSTRUCTIONS:

Please fill in the requested information for every item in each tenant unit and/or tenant building of the development. 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 this form 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 this form.

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 above required information, an original letter which is dated and signed must be attached to the front of the above form. 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.”