



Partners in Advocacy & Business

## Property Add, Change, Delete Form

Member name: \_\_\_\_\_ Account #: \_\_\_\_\_  
 Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Effective Date: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Item Number \_\_\_\_\_

Is this building:  Occupied  Vacant  Under construction  
 Deductible options:  \$5,000  \$10,000  Other \$ \_\_\_\_\_  
 Is this building insured for:  Replacement cost  Demolition cost  Actual cash value

**Please select one of the following:**

**ADDITION** \_\_\_\_\_ **CHANGE ITEM #** \_\_\_\_\_ **DELETE ITEM #** \_\_\_\_\_

Building type:  Office/Museum/Fire Hall  Garage/Storage  Dwelling/Senior Residence  
 Water/Service Building  School  Recreation Complex  
 Arena  Computers  Swimming Pool

Building construction: *(please see legend attached)*

Walls \_\_\_\_\_ Roof \_\_\_\_\_  
 Floor \_\_\_\_\_  
 Heat source \_\_\_\_\_ Square footage \_\_\_\_\_

Other *(please describe)*: \_\_\_\_\_

Building name: \_\_\_\_\_ Building owner: \_\_\_\_\_

Address of building: \_\_\_\_\_

City, town or nearest municipality: \_\_\_\_\_

Postal code: \_\_\_\_\_

***(Mandatory—if no postal code available, please use postal code of nearest municipality)***

Number of buildings on site: \_\_\_\_\_ Number of stories (height of building): \_\_\_\_\_

Year built: \_\_\_\_\_ Year upgraded: \_\_\_\_\_

Replacement cost of building: \$ \_\_\_\_\_ Contents value: \$ \_\_\_\_\_

Betterments & improvements *(leased building only)* \$ \_\_\_\_\_

Is rental value required?  Yes  No If yes, to what value: \$ \_\_\_\_\_

Does the building have:

Sprinkler system	<input type="checkbox"/> Yes <input type="checkbox"/> No	% of building: _____
Fire alarm	<input type="checkbox"/> Yes <input type="checkbox"/> No	% of building: _____
Intrusion Alarm	<input type="checkbox"/> Yes <input type="checkbox"/> No	% of building: _____

***If you have a monitored intrusion or fire alarm, please submit a copy of your certificate from the monitoring company.***

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**\*\*\*To be kept on file for use with any future additions to property policy\*\*\***

### BUILDING CONSTRUCTION CODES

#### Wall

B Brick  
 CB Concrete Block  
 MT/MC Metal with Metal Clad  
 SF Steel Frame  
 SM Steel Frame/Metal Clad  
 WF Wood Frame  
 WM Wood Frame/Metal Clad  
 O Other – *must describe*

#### Roof

C Concrete  
 M Metal Roof  
 P Bonded  
 S Steel  
 W Wood  
 X Wood Shingle  
 FR Fire Resistive  
 O Other – *must describe*  
 Tar & Gravel

#### Heating

FA Forced Air  
 HW Hot Water  
 NH No Heat  
 UH Unit Heater  
 FA/NG Forced Air/Natural Gas  
 O Other – *must describe*

#### Floor

C Concrete  
 D Dirt  
 W Wood  
 O Other – *must describe*