

PROPERTY CHANGE FORM

When new property is acquired or if property is disposed, please complete this form and mail it to:

Arthur J. Gallagher Risk Management Services, LLC – Fax (415) 536-8499 or email Jesus Aguayo Cerda - jesus_aguayocerda@ajg.com

immediate notification is necessary in order to coordinate insurance coverage.

Insurance billing/Location # _____ **Date Prepared:** _____

1. Location Reporting Change: _____

☐ School ☐ Church

Mailing Address: _____

City, State, Zip Code: _____

Phone # _____ **Fax #** _____

2. Please ☐ Add / ☐ Delete the following effective: _____

Address of Property: _____

City, State, Zip Code _____

3. Complete the following for Property additions:

Total Number of Buildings: _____ **Total Number of Units:** _____

(If multiple buildings, a site plan is requested. Please provide a breakdown of sq. footage and/or number of units per bldg.)

Type of Construction: _____ Roof Construction: _____

Total Building Value: _____

Value Based on: ☐ Purchase Price ☐ Construction Cost

Number of Stories: _____ Total Square Footage: _____ Year Built: _____

Type Fire Protection (i.e. sprinklers, smoke detectors, alarms, etc.)

Is building leased to others: ☐ Yes ☐ No

PROPERTY CHANGE FORM (cont'd)

4. Type of Building / Use

- | | | | |
|-----------------------------------|------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Dwelling | <input type="checkbox"/> Convent | <input type="checkbox"/> Rectory | <input type="checkbox"/> Garage |
| <input type="checkbox"/> School | <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Classrooms | <input type="checkbox"/> Multi Purpose |
| <input type="checkbox"/> Church | <input type="checkbox"/> Hall | <input type="checkbox"/> Office | <input type="checkbox"/> Storage Shed |
| <input type="checkbox"/> Other | | | |

Additional Information: _____

Did this Property Change affect the use of any existing church or school buildings?

☐ Yes ☐ No

(i.e. purchase of rectory allows former rectory to become office, new church allows former church to become gym, etc.)

If Yes above what existing building use was changed: _____

Submitted by: _____ Date: _____