

# Archdiocesan Insurance Program

## REAL PROPERTY ADD & DELETE FORM

**LOCATION INFORMATION**       School       Church

Name \_\_\_\_\_ Today's Date \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_

### SUBMITTED BY

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Email Address \_\_\_\_\_ Fax \_\_\_\_\_

### ADD REAL PROPERTY

Address of property \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Type of building/use (check below) \_\_\_\_\_ Date acquired \_\_\_\_\_  
 Church     Convent     Dwelling     Garage     Hall       Parish Center  
 Rectory     School       Shelter       Shed       Other \_\_\_\_\_  
Total number of buildings \_\_\_\_\_ Total number of units \_\_\_\_\_  
(If adding multiple buildings, please provide a site plan with square footage and/or number of units per building.)  
Type of construction \_\_\_\_\_ Roof construction \_\_\_\_\_  
Number of stories \_\_\_\_\_ Total square footage \_\_\_\_\_ Year built \_\_\_\_\_  
Total building value \_\_\_\_\_ is the building leased to others? \_\_\_\_\_  
Purchase price, construction cost, appraisal or market value if available \_\_\_\_\_  
Type of protective systems (i.e. sprinklers, smoke detectors, monitored alarms, video cameras, etc.)  
\_\_\_\_\_  
Other information \_\_\_\_\_

### DELETE REAL PROPERTY

Date of transaction, deed recording or closing date \_\_\_\_\_  
Building number as identified on insurance billing back up \_\_\_\_\_  
Address of property \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**SUBMIT FORM TO:**  
**Risk Management Office**  
**2838 East Burnside Street, Portland, Oregon 97214**  
**Phone (503) 234-5334 – Fax (503) 234-2903**  
**Email: [riskmanagement@archdpdx.org](mailto:riskmanagement@archdpdx.org)**  
*IF NECESSARY, ATTACH A SEPARATE SHEET WITH ADDITIONAL INFORMATION*