

PROPERTY CHANGE FORM

When new property is acquired or if property is disposed, please complete this form and mail it to Arthur J. Gallagher & Co.– Fax (415) 536-8499

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:

- Dwelling Convent Rectory Garage
- School Gymnasium Classrooms Multi Purpose
- Church Hall Office Storage Shed
- 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: _____