



## BUILDING QUESTIONNAIRE/NEW LOCATION UPDATE

Name \_\_\_\_\_

New Address \_\_\_\_\_

### COMMERCIAL BUILDINGS – DESCRIPTION AND UPDATES

Construction: \_\_\_\_\_

Year Built: \_\_\_\_\_

Sq. Footage entire bldg. \_\_\_\_\_

# of Stories: \_\_\_\_\_

Sq. Footage your occupancy \_\_\_\_\_

Bldg Value \_\_\_\_\_

Wiring/Electrical:

☐ Circuit Breakers

☐ Fuses

☐ Knob and Tube

Year wiring updated: \_\_\_\_\_

Plumbing:

Shut-off valves on all sinks and toilets? \_\_\_\_\_

Year plumbing updated: \_\_\_\_\_

Heating:

☐ Gas

☐ Electrical

☐ Oil

☐ Woodstove/Insert ☐ Solar

Heating controlled by thermostat? \_\_\_\_\_

Year heating updated: \_\_\_\_\_

Roofing: Type

Year roofing updates: \_\_\_\_\_

Other Updates: please describe (ADA compliance, Earthquake retrofit or seismic upgrades, Asbestos Abatement, Lead Paint Abatement, Brick Tuck Point....)

### Fire & Security

Distance to nearest fire department: \_\_\_\_\_ Distance to nearest fire hydrant: \_\_\_\_\_

☐ Smoke Detector ☐ Fire Extinguisher ☐ Sprinkler system

Fire alarm: ☐ Central station ☐ Local

Burglar alarm: ☐ Central station ☐ Local

(Please enclose a copy of alarm installation certificate in order to receive alarm credit)

☐ Deadbolt locks ☐ Manager on premises ☐ Locked building entry ☐ Video Surveillance

### Liability Exposures

☐ Recreational Facility on premises ☐ Parking Lot ☐ Day care

☐ Vacant Land ☐ Rental Dwellings

*Thank you!*

## ADDITIONAL INFORMATION

Mailing Address (if different than above): \_\_\_\_\_

**If you are a Tenant or this is a New Location:**

Number of Employees \_\_\_\_\_

Increase Contents Limit/New Equipment: \_\_\_\_\_

Value of Tenant's Improvements/Betterments: \_\_\_\_\_

Additional Insured information for Landlord:

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Any change in operations?

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**If you are Building Owner:**

Description of  
Tenants: \_\_\_\_\_

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Do Tenants provide you with Certificate of Insurance naming you as Additional Insured on their policy? \_\_\_\_\_

Average Vacancy rate: ☐ 0-10% ☐ 10-25% ☐ 25-50% ☐ 50% and above

Value of Rental Income/Other Business Income: \_\_\_\_\_

Value of Business Personal Property/Maintenance Equipment: \_\_\_\_\_

***Thank you for your prompt reply!!!  
Select Accounts Department, Durham & Bates Agencies, Inc.***

Please email to:  
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