

**STATE OF ALABAMA  
FINANCE DEPARTMENT  
DIVISION OF RISK MANAGEMENT  
777 S. Lawrence Street  
Montgomery, Alabama 36130-3250  
Fax :(334)954-5339 or (334)223-6124**

DORM Office Use Only					
Protect	<input type="checkbox"/>	RCV	<input type="checkbox"/>	STA	<input type="checkbox"/>
A/S	<input type="checkbox"/>	ACV	<input type="checkbox"/>	RSK	<input type="checkbox"/>
Const	_____				
	Bldg	Cont	Bldg	Cont	
	Fire	Fire	EC	EC	
Orig	_____	_____	_____	_____	
RCV	_____	_____			

**PROPERTY INSURANCE REQUEST**

AU Project Managers should use this form to officially request insurance on NEW buildings when they have reached substantial completion. **IMPORTANT: Please enter the requested information. This form must be fully completed to activate coverage. Print this completed form, or save it to your computer and e-mail to [aurmi@auburn.edu](mailto:aurmi@auburn.edu) or fax to 334-844-4640.**

Division \_\_\_\_\_ Location # \_\_\_\_\_ (To be completed by Risk Mgmt) Item # \_\_\_\_\_ (To be completed by Risk Mgmt)

INSURED \_\_\_\_\_  
Agency, Department, Board, or Commission

BUILDING NAME \_\_\_\_\_ SPECIFIC OCCUPANCIES

STREET ADDRESS \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Requested Coverage Start Date \_\_\_\_\_ 100% Building Replacement Value\* \_\_\_\_\_  
100% Contents Value \_\_\_\_\_  
(Best Estimate If \_\_\_\_\_  
Possible) \_\_\_\_\_  
*\*Building Value (excluding land). Do not include site work and/or grading.*

**BUILDING DATA**

1. No. of Stories/Avg. Story Height (ft) \_\_\_\_\_
2. Year Built \_\_\_\_\_
3. Town Class (To be completed by Risk Mgmt) \_\_\_\_\_
4. Total Gross Square Footage \_\_\_\_\_  
(under roof enclosed by 4 walls)
5. List Additions such as open porch, built-in kitchen equip., interior bleacher seating, mezzanines, etc. \_\_\_\_\_  
\_\_\_\_\_
6. Fire Protection (check all that apply):
  - Fully Sprinklered Y  N
  - Fire Extinguishers Y  N
  - Fire Alarm Y  N 
    - Central Station Y  N
    - Local Y  N
  - Smoke Detectors Y  N
  - If kitchen, is there a hood extinguisher Y  N

7. Building Condition (if over 5 years old) **N/A for New Buildings**
  - Rewired Y  N  What Year?
  - New Plumbing Y  N  What Year?
  - New Roof Installed Y  N  What Year?
  - Remodeled Y  N  What Year?

8. Overall Building Condition (select one):

- Excellent
- Good
- Average
- Poor

AU Project Mgr: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title/Position: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Date: \_\_\_\_\_

# CONSTRUCTION CHARACTERISTICS

## 1. FLOOR (ground level)

- concrete slab
- wood
- crawl space
- stilts

## 2. UPPER FLOORS

- concrete
- wood
- other \_\_\_\_\_

## 3. UPPER FLOOR SUPPORTS

- wood
- concrete
- metal
- solid brick or stone
- hollow concrete block
- hollow concrete blk w/ brick or stone ven.
- all metal
- solid concrete

## 4. EXTERIOR WALLS

- wood studs with wood siding
- wood studs with vinyl siding
- wood studs with metal siding
- metal girts with brick veneer
- wood studs with brick or stone veneer
- other \_\_\_\_\_

## 5. ROOF

- flat
- pitched
- combination
- other \_\_\_\_\_

## 6. ROOF DECK

- wood
- metal
- concrete
- tectum
- other \_\_\_\_\_

## 7. ROOFSUPPORTS

- wood
- metal
- concrete
- other \_\_\_\_\_

## 8. ROOFCOVERING

- shingles
- metal
- built-up tar & gravel
- rubber membrane
- other \_\_\_\_\_

## 9. INTERIOR WALLS- Wall Structure

- brick, solid
- concrete block
- studs, girts, etc.
- none

## 10. WALL FINISH- Wall Structure

- drywall
- paint
- epoxy
- paneling, solid wood
- plywood/hardwood/fiberboard
- tile, ceramic, or quarry
- wallpaper, vinyl
- none

## 11. FLOOR FINISH

- brick
- carpet
- concrete sealer or topping
- epoxy
- hardwood
- linoleum
- marble
- synthetic gym floor
- terrazzo
- tile, ceramic, quarry or rubber
- tile, vinyl composite
- vinyl sheet
- none

## 12. CEILING FINISH

- drywall
- paint
- paneling, wood
- plaster, sprayed
- plywood/hardwood/fiberboard
- suspended acoustical
- textured finish
- none

## 13. HEAT SYSTEM

- coal
- electric
- gas
- wood
- other \_\_\_\_\_

## 14. HEAT METHOD

- other
- forced
- hot water
- radiant
- steam
- other \_\_\_\_\_

## 15. AIR CONDITIONING

- chilled water w/air handlers
- chilled water w/fan coil units
- evaporative coolers
- forced cool air
- heat pump
- other \_\_\_\_\_

## IMPORTANT!

**1. Please include a copy of the Architectural Floor Plans with this form.**