

STATE OF ALABAMA
FINANCE DEPARTMENT
DIVISION OF RISK MANAGEMENT
 777 S. Lawrence Street
 Montgomery, Alabama 36130-3250
 Email: Dale.Whittle@finance.alabama.gov
 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

Call or e-mail coverage requests to Division of Risk Management, then use this form to officially request insurance on buildings that are not currently insured with the State Insurance Fund (SIF).

IMPORTANT: Please enter the requested information. This form must be fully completed to activate coverage.

Division _____ Location # _____ Item # _____ (To be completed by DORM)

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 _____
*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 DORM) _____

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)

- 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

Name (Print/Type): _____

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. ROOF SUPPORTS

- wood
- metal
- concrete
- other _____

8. ROOF COVERING

- 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 sketch the ground floor with dimensions or send copy of floor plan with this form.

2. Take 2-3 exterior AND interior photos with a digital camera and e-mail to us as a JPEG. Please do not fax picture files.

3. Print this completed form, and then scan and e-mail or fax to Dale Whittle at:

dale.whittle@finance.alabama.gov

Fax: (334)954-5339