

# COMMUNITY GROUP PROPERTY CHANGE FORM



**\*\*\*PICTURES OF ADDED BUILDINGS MUST ACCOMPANY THIS FORM.\*\*\***

<b>INSTRUCTIONS:</b> 1. Please answer all questions – we cannot process incomplete forms. 2. Sign and date the completed form.	By Fax: (780) 955-3615 By Mail: 2510 Sparrow Drive, Nisku, AB T9E 8N5 By Email: forms@RMAInsurance.com
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MEMBER NAME \_\_\_\_\_ MEMBER ID# \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ FAX \_\_\_\_\_

Please check one of the following:  ADDITION  CHANGE POLICY ITEM # \_\_\_\_\_  DELETE POLICY ITEM # \_\_\_\_\_

Effective Date of Change: \_\_\_\_\_

Is this Building:  Occupied  Seasonal  Vacant  Under Construction

Replacement Cost: \$ \_\_\_\_\_ Contents Limit: \$ \_\_\_\_\_

Annual Rental Income: \$ \_\_\_\_\_  1 Year Indemnity  2 Year Indemnity

Betterments & Improvements (Leased bldgs.) \$ \_\_\_\_\_

**Building Type:**

Office/Museum/Fire Hall  Garage/Storage  Dwelling/Senior Residence: # of Units \_\_\_\_\_  Water/Service Building  
 School  Recreation Complex  Arena  Computers  Swimming Pools  Other, please describe: \_\_\_\_\_

**Building Construction: (Please see building construction codes below)**

Walls: \_\_\_\_\_ Roof \_\_\_\_\_ Floor \_\_\_\_\_ Sq. footage \_\_\_\_\_ Heat Source \_\_\_\_\_

BUILDING CONSTRUCTION CODES			
WALLS	ROOF	FLOOR	HEATING
B Brick/Masonry	C Concrete	C Concrete	FA Forced Air
CB Concrete Block	M Metal	D Dirt	HW Hot Water
Mt/MCMetal with Metal Clad	P Bonded	W Wood	NH No Heat
SF Steel Frame	S Steel	O Other _____	
SM Steel Frame/Metal Clad	W Wood		UH Unit Heater
WF Wood Frame	X Wood Shingle		FA/NG Forced Air/Natural Gas
WM Wood Frame/Metal Clad	FR Fire Resistive		O Other _____
O Other _____	O Tar & Gravel		
	O Other _____		

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Building Name \_\_\_\_\_ Building Owner \_\_\_\_\_

Building Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Number of Stories: \_\_\_\_\_ Year Built: \_\_\_\_\_ Year Upgraded: \_\_\_\_\_

Describe upgrades: \_\_\_\_\_

**Alarms:**

Sprinkler System  Yes  No What Percentage of the bldg. is sprinklered: \_\_\_\_\_

Monitored Fire Alarm  Yes  No Monitored Intrusion Alarm  Yes  No

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Signature of individual completing this application \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_