

SAN DIEGO COUNTY SCHOOLS RM JPA PROPERTY ADDITION/DELETION REPORTING FORM
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JPA MEMBER NAME: _____

Today's Date: _____ Property site name: _____

Address: _____ Building name or number: _____

Desired *effective* coverage date: _____
 Elementary Middle High Other: _____
ADD OR DELETE OWNED BUILDING New Remodeled with Additional Square Footage Deleted

Square footage: _____

(NOTE: 15% of the Building Limit will be added by the JPA for Contents)

Building or remodeled descriptive information: _____

Construction type (i.e. frame, concrete block, etc.): _____

Building age or year built: _____ Number of stories in height: _____

Use or occupancy (classrooms, labs, offices, etc.): _____

Describe structures within 100 feet of the subject building (occupancy and construction): _____

Mechanical Breakdown (Boiler & Machinery) will be added for this location if you already have this coverage

Is it a Relocatable? Leased OR Owned Removed

Total square footage: _____

Length of lease: _____

*(NOTE: 15% of the Relocatable Limit will be added by the JPA for Contents)***ADD OR DELETE LEASED OR NON-OWNED FACILITIES**Does the lease specify whether you are responsible for insuring any part of the structure? Y N

If so, please provide contract.

Describe occupancy (classroom, warehouse, office, etc.): _____

Tenant improvement value: _____ Contents value: _____

Total leased square footage: _____ Are you occupying the building? Y N**Landlord information**

Name: _____ Phone number: _____

Address: _____

Does landlord require a loss payee or additional insured endorsement? Yes No**ADVISE PROPERTY PROTECTIVE INFORMATION – required for Owned or Leased Buildings**

Construction type of leased building: _____

Does building have interior hallways? Yes No If "yes," how many exits: _____Check any of the follow that apply: Automatic sprinklers Smoke detectors
 Central fire alarm Constant locking doors

If certificate required, please forward a copy of the insurance requirements to
 Sharon Robbins at sharon.robbins@alliant.com or 619-736-6223.

Please call Julie Nester at 858-295-6956 with any questions.