

**STATE OF ALABAMA**  
**FINANCE DEPARTMENT**  
**DIVISION OF RISK MANAGEMENT**  
 777 S. Lawrence Street  
 Montgomery, Alabama 36130-3250

DORM Office Use Only

RCV  STA 

ISO Class \_\_\_\_\_

**PROPERTY INSURANCE REQUEST**

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) or need that to be revalued due to renovations. Additional copies of this form can be found on our website. <https://riskmgt.alabama.gov/PDF/forms/PropertyInsuranceRequestForm24.pdf>  
**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 \_\_\_\_\_

e.g. Office, Classroom etc.

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

City

Zip Code

Requested Coverage Start Date \_\_\_\_\_ If backdating, Date of Last Loss. If none type N/A: \_\_\_\_\_

100% Contents Value \_\_\_\_\_ 100% Building Replacement Value\* \_\_\_\_\_

\*If no contents needed. Type "none".

\*Building Value (excluding land). Do not include site work and/or grading.

**BUILDING DATA**

- |  |   |
|--|---|
| <p>1. No. of Stories _____</p> <p>2. Avg. Story Height (ft) _____</p> <p>3. Year Built _____</p> <p>4. Protection Class (completed by DORM) _____</p> <p>5. Total Gross Square Footage<br/>(under roof enclosed by 4 walls) _____</p> <p>6. List Additions such as open porch, built-in kitchen equip., interior bleacher seating, mezzanines, etc. _____</p> <p>7. Fire Protection (check all that apply):</p> <ul style="list-style-type: none"> <li>• Fully Sprinklered Y <input type="checkbox"/> N <input type="checkbox"/></li> <li>• Fire Extinguishers Y <input type="checkbox"/> N <input type="checkbox"/></li> <li>• Fire Alarm Y <input type="checkbox"/> N <input type="checkbox"/></li> <li style="padding-left: 20px;">Central Station Y <input type="checkbox"/> N <input type="checkbox"/></li> <li style="padding-left: 20px;">Local Y <input type="checkbox"/> N <input type="checkbox"/></li> <li>• Smoke Detectors Y <input type="checkbox"/> N <input type="checkbox"/></li> <li>• If kitchen, is there a hood extinguisher Y <input type="checkbox"/> N <input type="checkbox"/></li> </ul> | <p>7. Building Condition (if over 5 years old)</p> <ul style="list-style-type: none"> <li>• Rewired Y <input type="checkbox"/> N <input type="checkbox"/> What Year? <input type="text"/></li> <li>• New Plumbing Y <input type="checkbox"/> N <input type="checkbox"/> What Year? <input type="text"/></li> <li>• New Roof Installed Y <input type="checkbox"/> N <input type="checkbox"/> What Year? <input type="text"/></li> <li>• Remodeled Y <input type="checkbox"/> N <input type="checkbox"/> What Year? <input type="text"/></li> <li>• HVAC Y <input type="checkbox"/> N <input type="checkbox"/> What Year? <input type="text"/></li> </ul> <p>8. Overall Building Condition (select one):</p> <p>Excellent <input type="checkbox"/></p> <p>Good <input type="checkbox"/></p> <p>Average <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Very Poor <input type="checkbox"/></p> <p>Name (Print/Type): _____</p> <p>Signature: _____</p> <p>Title/Position: _____</p> <p>Telephone: _____</p> <p>E-mail: _____</p> <p>Date: _____</p> |
|--|---|

# CONSTRUCTION CHARACTERISTICS

## 1. FLOOR (ground level)

- concrete slab
- basement finished
- basement unfinished
- crawl space
- stilts

## 2. UPPER FLOORS (if applicable)

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

## 3. UPPER FLOOR SUPPORTS (if applicable)

- 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
- concrete block
- brick on mason
- CLT exterior siding
- other \_\_\_\_\_

## 5. ROOF PITCH

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

## 6. ROOF DECK

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

## 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 \_\_\_\_\_
- none

## 14. HEAT METHOD

- 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 \_\_\_\_\_
- none

### 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 and e-mail to us.**

**3. Print this completed form, and then scan and e-mail your underwriter.**