

DATA COLLECTION AND INPUT FORM

Circle or enter response in boxed area only. The required fields are displayed in **BOLD**.

1. POLICY / RECORD	34. OCCUPANCY CODE 35. PERCENTAGE* 36. STORY HEIGHT	
2. EFFECTIVE DATE 3. EXPIRATION / INSPECTION DATE		
4. AGENCY OR AGENT 5. INSPECTED BY		
4. AGENCT OR AGENT 5. INSPECTED BT		
6. INSURED/OWNER		
	* Percentage must total 100%	
7. STREET ADDRESS	37. OCCUPANCY DESCRIPTION overrides standard description	
8. CITY		
9. STATE 10. ZIP CODE or Canadian Postal Code		
11. SYSTEM VERSION	38. CONSTRUCTION TYPE (entries must total 100%)	
Insurance General	% Frame	
12. VALUE BASIS	% Masonry / Joisted Masonry	
New Construction Reconstruction	% Pre-Engineered Metal / Non-Combustible	
	% Steel Frame / Masonry Non-Combustible	
BUILDING DETAILS	% Protected Steel Frame / Modified Fire Resistive	
13. BUILDING NAME	% Reinforced Concrete Frame / Fire Resistive	
14. STREET ADDRESS (enter only if different than property address above)	BUILDING SUBSTRUCTURE	
	39. BASEMENT TYPE enter the area in square feet or square meters	
15. CITY	Basement, Unfinished Basement, Finished	
16. STATE 17. ZIP CODE or Canadian Postal Code	39a. BASEMENT FINISH OCCUPANCY CODE	
18. SEPARATE INSURANCE EXCLUSION COSTS?		
19. INSURED AMOUNT 20. LAND VALUE	40. BASEMENT CONSTRUCTION TYPE	
	A Frame Masonry / Joisted Masonry	
21. CO-INSURANCE REQUIREMENT	Dro Engineered Matel / Nen Combustible	
%	Steel Frame / Masonry Non-Combustible	
	E Protected Steel Frame / Modified Fire Resistive	
LOCATION ADJUSTMENTS 22. CLIMATE	Reinforced Concrete Frame / Fire Resistive	
1 Warm 2 Moderate 3 Cold		
	41. BASEMENT DEPTH OR STORY HEIGHT	
23. HIGH WIND ZONE		
1 Minor Damage 2 Moderate Damage 3 Major Damage	42. OTHER SUBSTRUCTURE TYPES square feet or square meters	
24. SEISMIC ZONE	Crawlspace	
	Stillte Wood	
	Stilts, Wood	
0 No 1 Minor 2 Moderate 3 Major 4 Major Damage 1 Damage 2 Distant 3 Damage 4 Major	Stilts, Concrete/Steel	
0 No 1 Minor 2 Moderate 3 Major 4 Major Damage 1 Damage 2 Distant 3 Damage 4 Major	Stilts, Concrete/Steel None (remove slab cost)	
0 No 1 Minor 2 Moderate 3 Major 4 Major Damage 1 Damage 2 Distant 3 Damage 4 Major	Stilts, Concrete/Steel Stilts, Concrete/Steel EXTERIOR EXTERIOR	
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O No 1 Minor 2 Moderate 3 Major 4 Major Damage 1 Damage 2 Distant 3 Damage 4 Major 25. COMMENTS SECTION DETAILS SECTION DETAILS 26. SECTION DESCRIPTION BUILDING SUPERSTRUCTURE 27. NUMBER OF STORIES 28. GROSS FLOOR AREA enter the total area of all floors for this section square feet or square meters	Stilts, Concrete/Steel Steel	
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EXTERIOR CONTI	INUED] [
45. ROOF MATERIALS		53. COOLING SYSTEM	
% Aluminum	% Shingles, Fiberglass	% Chilled Water w/Air Handlers % Rooftop Unit	
% Built-Up Smooth	% Single-Ply Membrane	% Chilled Water w/Fan Coil Units % Thru-Wall Units	
Built-up/Tar and Gravel	% Slate	% Evaporative Coolers % Unit AC, Air Cooled	
% Copper	% Steel	% Forced Cool Air % Unit AC, Water Cooled	
% Fiberglass, Translucent Panels	% Steel, Porcelain Coated	% Heat Pump % None	
Metal Sandwich Panels	% Tile, Clay		
% Mineral Fiber	% Tile, Concrete	54. FIRE PROTECTION SYSTEMS	
% Shakes, Wood	% Tin (terne)	(Enter Y or the % of gross floor area served)	
% Shingles, Asphalt	% None		
		Sprinkler system	
		Fire alarm system	
46. ROOF PITCH			
% Flat	% Medium	Automatic Fire Detection	
% Low	% High		
,		55. PLUMBING - NUMBER OF FIXTURES	
INTERIOR -			
47. TOTAL PARTITION WALLS Length of partitions on all floors 56. ELECTRICAL QUALITY			
feet or meters			
		% High % Low	
** For partition construction, both structure	% Average % None		
48. PARTITION WALL STRUCTURE			
		57. ELEVATORS	
% Brick, Solid	% Glass Wall	(Enter Y or the number, if known)	
% Concrete Block	% Studs, Girts		
% Concrete, Poured-in-Place	% Tile, Clay	Passenger Freight	
		L	
% Demountable	% Woven wire	USER ADJUSTMENTS	
% Folding	% None		
		DEPRECIATION	
% Glass Block		To calculate depreciation, you must complete items 58 and 59, or 60	
		58. BUILDING CONDITION	
49. PARTITION WALL FINISH			
% Cold Storage Insulation	% Sheetmetal	1 Excellent 2 Good 3 Average 4 Poor 5 Very Poor	
% Drywall	% Textured Finish		
		59. EFFECTIVE AGE	
% Epoxy	% Tile, Acoustical	years	
% Paint	% Tile, Ceramic		
% Paneling, Solid Wood	% Tile, Quarry		
		60. DEPRECIATION PERCENT	
% Plaster, on Lath	% Wallpaper, Vinyl	% (overrides system depreciation based on age and condition)	
% Plater, Sprayed	% None		
% Plywood/Hardboard/Fiberboard		61. HILLSIDE CONSTRUCTION	
		PERCENTAGE INCREASE	
50. FLOOR FINISH		overrides increase based on the conditions below	
% Brick	% Slate	DEGREE OF SLOPE	
Carpet	% Synthetic Gym Floor		
		1 Level 2 15° 3 30° 4 45°	
% Concrete Sealer or Topping	% Terrazzo		
% Epoxy	% Tile, Asphalt	SITE POSITION	
% Gratings	% Tile, Rubber	1 Unknown 2 Down Hill 3 Uphill	
% Hardwood	% Tile, Vinyl Composite	SITE ACCESSIBILITY	
% Hardwood Gym Floor	% Tile, Ceramic	1 Excellent 2 Good 3 Fair 4 Poor	
% Linoleum	% Tile, Quarry		
		SOIL CONDITION	
Marble	% Vinyl Sheet		
% Pedestal	% None	1 Excellent 2 Good 3 Fair 4 Poor	
% Seamless			
		62. USER ADJUSTMENT FACTORS	
51. CEILING FINISH		Description Factor	
% Cold Storage Insulation	% Suspended Acoustical		
% Drywall	% Textured Finish		
% Drywall, Vinyl Covered	% Tile, Acoustical		
	/0 110, / 00030001		
	0/ == 0 :	ADDITIONS	
% Paint	% Tile, Cork		
% Paint % Paneling, Wood	% Tile, Cork % Tile, Metal	I I 63. MISCELLANEOUS ADDITIONAL FEATURES	
% Paneling, Wood	% Tile, Metal	63. MISCELLANEOUS ADDITIONAL FEATURES Additions can be added to the overall valuation, or to specific sections	
% Paneling, Wood % Plaster, on Lath	% Tile, Metal % Wallpaper, Vinyl		
% Paneling, Wood	% Tile, Metal	Additions can be added to the overall valuation, or to specific sections $S = Section V = Valuation$	
% Paneling, Wood % Plaster, on Lath	% Tile, Metal % Wallpaper, Vinyl	Additions can be added to the overall valuation, or to specific sections	
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% Paneling, Wood % Plaster, on Lath % Plaster, Sprayed	% Tile, Metal % Wallpaper, Vinyl % None	Additions can be added to the overall valuation, or to specific sections $S = Section V = Valuation$	
% Paneling, Wood % Plaster, on Lath % Plaster, Sprayed % Plywood/Hardboard/Fiberboard	% Tile, Metal % Wallpaper, Vinyl % None	Additions can be added to the overall valuation, or to specific sections $S = Section V = Valuation$	
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