



DATA COLLECTION AND INPUT FORM

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

VALUATION DETAILS

1. POLICY / RECORD

2. EFFECTIVE DATE

3. EXPIRATION / INSPECTION DATE

4. AGENCY OR AGENT

5. INSPECTED BY

6. INSURED/OWNER

7. STREET ADDRESS

8. CITY

9. STATE

10. ZIP CODE or Canadian Postal Code

11. SYSTEM VERSION

☐ Insurance

☐ General

12. VALUE BASIS

☐ New Construction

☐ Reconstruction

34. OCCUPANCY CODE

35. PERCENTAGE*

36. STORY HEIGHT

* Percentage must total 100%

37. OCCUPANCY DESCRIPTION overrides standard description

38. CONSTRUCTION TYPE (entries must total 100%)

% Frame

% Masonry / Joisted Masonry

% Pre-Engineered Metal / Non-Combustible

% Steel Frame / Masonry Non-Combustible

% Protected Steel Frame / Modified Fire Resistive

% Reinforced Concrete Frame / Fire Resistive

BUILDING SUBSTRUCTURE

39. BASEMENT TYPE enter the area in square feet or square meters

Basement, Unfinished

Basement, Finished

39a. BASEMENT FINISH OCCUPANCY CODE

40. BASEMENT CONSTRUCTION TYPE

A

 Frame

B

 Masonry / Joisted Masonry

C

 Pre-Engineered Metal / Non-Combustible

D

 Steel Frame / Masonry Non-Combustible

E

 Protected Steel Frame / Modified Fire Resistive

F

 Reinforced Concrete Frame / Fire Resistive

41. BASEMENT DEPTH OR STORY HEIGHT

feet or meters

42. OTHER SUBSTRUCTURE TYPES square feet or square meters

Crawlspace

Stilts, Wood

Stilts, Concrete/Steel

None (remove slab cost)

EXTERIOR

43. EXTERIOR WALL OPENINGS

% of exterior wall that is doors, windows, or other openings.

44. EXTERIOR WALL FINISH

% Adobe Block

% Insulated Sandwich Panel

% Brick on Frame

% Siding, Fiber Cement on Frame

% Brick on Masonry

% Siding, Fiber Cement on Masonry

% Brick, Solid

% Siding, Metal/Other on Frame

% Brick, Solid, 18" thick

% Siding, Metal/Other on Girts

% Brick, Solid, 24" thick

% Siding, Metal/Other on Masonry

% Concrete Block

% Siding, Wood on Frame

% Concrete Block, Split Face

% Siding, Wood on Masonry

% Concrete, Poured-in-Place

% Stone on Frame

% Concrete, Precast Panels

% Stone on masonry

% Concrete, Tilt-up Panels

% Stone, Solid, 12" thick

% Curtain Wall, Glass

% Stone, Solid, 18" thick

% Curtain Wall, Granite

% Stone, Solid, 24" thick

% EIFS on Frame

% Stucco on Frame

% EIFS on Masonry

% Stucco on Masonry

% Glass Block

% None

% Granite Block, Solid, 24"

EXTERIOR CONTINUED

45. ROOF MATERIALS

% Aluminum

% Shingles, Fiberglass

% Built-Up Smooth

% Single-Ply Membrane

% Built-up/Tar and Gravel

% Slate

% Copper

% Steel

% Fiberglass, Translucent Panels

% Steel, Porcelain Coated

% Metal Sandwich Panels

% Tile, Clay

% Mineral Fiber

% Tile, Concrete

% Shakes, Wood

% Tin (terne)

% Shingles, Asphalt

% None

46. ROOF PITCH

% Flat

% Medium

% Low

% High

INTERIOR

47. TOTAL PARTITION WALLS

Length of partitions on all floors

feet or meters

** For partition construction, both structure and finish must be entered

48. PARTITION WALL STRUCTURE

% Brick, Solid

% Glass Wall

% Concrete Block

% Studs, Girts

% Concrete, Poured-in-Place

% Tile, Clay

% Demountable

% Woven wire

% Folding

% None

% Glass Block

49. PARTITION WALL FINISH

% Cold Storage Insulation

% Sheetmetal

% Drywall

% Textured Finish

% Epoxy

% Tile, Acoustical

% Paint

% Tile, Ceramic

% Paneling, Solid Wood

% Tile, Quarry

% Plaster, on Lath

% Wallpaper, Vinyl

% Plater, Sprayed

% None

% Plywood/Hardboard/Fiberboard

50. FLOOR FINISH

% Brick

% Slate

% Carpet

% Synthetic Gym Floor

% Concrete Sealer or Topping

% Terrazzo

% Epoxy

% Tile, Asphalt

% Gratings

% Tile, Rubber

% Hardwood

% Tile, Vinyl Composite

% Hardwood Gym Floor

% Tile, Ceramic

% Linoleum

% Tile, Quarry

% Marble

% Vinyl Sheet

% Pedestal

% None

% Seamless

51. CEILING FINISH

% Cold Storage Insulation

% Suspended Acoustical

% Drywall

% Textured Finish

% Drywall, Vinyl Covered

% Tile, Acoustical

% Paint

% Tile, Cork

% Paneling, Wood

% Tile, Metal

% Plaster, on Lath

% Wallpaper, Vinyl

% Plaster, Sprayed

% None

% Plywood/Hardboard/Fiberboard

MECHANICALS

52. HEATING SYSTEM

% Boiler and Piping Only

% Electric Baseboard or Wall Unit

% Forced Warm Air

% Gas, Oil, or Electric Suspended Unit Heaters

% Heat Pump

% Heat Pump

% Rooftop Unit

% Steam/Hot Water with Radiators

% Steam/Hot Water with Unit Heaters

% Thru-Wall Units

% Ventilation Only

% None

53. COOLING SYSTEM

% Chilled Water w/Air Handlers

% Rooftop Unit

% Chilled Water w/Fan Coil Units

% Thru-Wall Units

% Evaporative Coolers

% Unit AC, Air Cooled

% Forced Cool Air

% Unit AC, Water Cooled

% Heat Pump

% None

54. FIRE PROTECTION SYSTEMS

(Enter Y or the % of gross floor area served)

Sprinkler system

Fire alarm system

Automatic Fire Detection

55. PLUMBING - NUMBER OF FIXTURES

56. ELECTRICAL QUALITY

% High

% Low

% Average

% None

57. ELEVATORS

(Enter Y or the number, if known)

Passenger

Freight

USER ADJUSTMENTS

DEPRECIATION

To calculate depreciation, you must complete items 58 and 59, or 60

58. BUILDING CONDITION

1

Excellent

2

Good

3

Average

4

Poor

5

Very Poor

59. EFFECTIVE AGE

years

60. DEPRECIATION PERCENT

% (overrides system depreciation based on age and condition)

61. HILLSIDE CONSTRUCTION

PERCENTAGE INCREASE

overrides increase based on the conditions below

DEGREE OF SLOPE

1

Level

2

15°

3

30°

4

45°

SITE POSITION

1

Unknown

2

Down Hill

3

Uphill

SITE ACCESSIBILITY

1

Excellent

2

Good

3

Fair

4

Poor

SOIL CONDITION

1

Excellent

2

Good

3

Fair

4

Poor

62. USER ADJUSTMENT FACTORS

Description

Factor

ADDITIONS

63. MISCELLANEOUS ADDITIONAL FEATURES

Additions can be added to the overall valuation, or to specific sections
S = Section V = Valuation

S/V

Description

Cost

64. EQUIPMENT

S/V

Description

Depreciation %

65. BUILDING ITEMS & SITE IMPROVEMENTS

S/V

Description

Depreciation %

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