

## PROPERTY SCHEDULE GUIDELINES

Please use the column heading definitions listed below as a guideline for updating the attached property schedule. It is important to provide complete information for each location.

- 1) **LOC#** – Location Number used to identify each location (assigned by computer system).
- 2) **2nd ID** – When there are several buildings at one location or if a covered peril needs special identification, they should be numbered with an alphabet character following; e.g., 1 = City Hall, 123 Broadway; 1A = Community Center, 123 Broadway; 1B = Library, 123 Broadway.
- 3) **ADDRESS, CITY, ZIP** – Complete Street Address or Legal Description.
- 4) **OCCUPANCY** – Indicate the name of location, activity/use, square footage, and the number of floors, e.g., Community Center, Recreation Activities, 8000 Sq. Ft., 2 Story.
- 5) **CONSTRUCTION** – Building “Class,” Construction Type, Roof Type. The following is a list of available options for this field:
  - CLASS “A” = Non Combustible Steel Frame
  - CLASS “B” = All Reinforced Concrete
  - CLASS “C” = Masonry Construction/Wood Roof
  - CLASS “CB” = Concrete Block
  - CLASS “D” = All Combustible (Wood Frame)
  - CLASS “E” = Equipment (Contract or Mobile)
  - CLASS “FR” = Fire Resistive
  - CLASS “M” = Mixed Non-Comb/Comb
  - CLASS “S” = All Steel (Incl. Metal Frame Const.)
  - CLASS “U” = Unknown
  - CLASS “V” = Vehicles
  - CLASS “ZZ” = Not Applicable

**NOTE:** Should CERT or CERT/COP appear below Construction, it is an indication that a certificate of insurance has been issued to protect the interests of others in this property.

- 6) **AUTO SPKLR** (Automatic Sprinkler System in a Building) – Indicate “YES” or “NO.”
- 7) **YEAR BUILT** – Indicate the year construction was completed on the building.
- 8) **YEAR APPRS** – Indicate the year of the last formal appraisal on the building.
- 9) **EARTHQUAKE & FLOOD** – Indicate “YES” or “NO” for Real Property, Personal Property and/or Business Interruption and Rental Income.

**NOTE:** “Rent Notes:” is used to further define the type of coverage, i.e., bond revenue payments, rental income, business interruption, etc.

- 10) **YEAR** – 2007 – Coverage limits in place for this policy year, 1/1/07 to 1/1/08  
2008 – Proposed coverage limits for policy year 1/1/08 to 1/1/09
- 11) **REAL PROPERTY** – Cost to replace the building or structure.
- 12) **PERSONAL PROPERTY** – Cost to replace building contents. Also includes computer equipment, fine arts, valuable papers, “on premises” vehicles, mobile equipment, etc.
- 13) **BI/RENTS** – State value required for Business Interruption, Rental Income, Bond Revenue Payments, etc.

**NOTE:** If “INCLUDES B&M” appears at the top right hand corner of the property schedule, please note that Boiler and Machinery coverage may be in place for all locations.