



301 E COLORADO BLVD., SUITE 200, PASADENA, CA 91101 • (818) 357-2377 PHONE • (818) 574-6546 FAX • LICENSE NO. 0F51788

### Property Change Request

Effective Date of Change: \_\_\_\_\_

Location Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**If this is a New Location:**

*Building Stats:* Year Built: \_\_\_\_\_ Type of Construction: \_\_\_\_\_

# of Stories: \_\_\_\_\_ Square Footage: \_\_\_\_\_

*Do you have...*       Burglar Alarm?       Central Station Fire Alarm?       Fire Sprinklers?

New Items to be Covered/Items to be Amended	Value
Building	\$
Tenants Improvements & Betterments	\$
Furniture, Fixtures, Equipment, Inventory	\$
Business Income/Extra Expense/Rental Income	\$
Computer Hardware	\$
Computer Software	\$
Laptops*	\$
Mechanical Equipment *	\$
Forklifts*	\$
Other:	\$

\*Provide make, model and serial number

**Mortgagee, Additional Insured and/or Loss Payee:**

Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Loan or Ref #: \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Requested by:** \_\_\_\_\_