Reset Form | Print Form

STATE OF ALABAMA

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

Email: Dale.Whittle@finance.alabama.gov

Fax :(334)954-5339 or (334)223-6124

DORM Office Use Only

Protect ☐ RCV ☐ STA ☐
A/S ☐ ACV ☐ RSK ☐
Const _____

	Bldg Fire	Cont Fire	Bldg EC	Cont EC
Orig	_____	_____	_____	_____
RCV	_____	_____		

PROPERTY INSURANCE REQUEST

Call or 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).
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 _____

STREET ADDRESS _____

_____ _____
City Zip Code

Requested Coverage Start Date _____ 100% Building Replacement Value* _____

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

100% Contents Value _____

BUILDING DATA

1. No. of Stories/Avg. Story Height (ft) _____
2. Year Built _____
3. Town Class (to be completed by DORM) _____
4. Total Gross Square Footage _____
   (under roof enclosed by 4 walls)
5. List Additions such as open porch, built-in kitchen equip., interior bleacher seating, mezzanines, etc. _____
6. Fire Protection (check all that apply):
   - Fully Sprinklered Y ☐ N ☐
   - Fire Extinguishers Y ☐ N ☐
   - Fire Alarm Y ☐ N ☐
     - Central Station Y ☐ N ☐
     - Local Y ☐ N ☐
   - Smoke Detectors Y ☐ N ☐
   - If kitchen, is there a hood extinguisher Y ☐ N ☐
7. Building Condition (if over 5 years old)
   - Rewired Y ☐ N ☐ What Year? _____
   - New Plumbing Y ☐ N ☐ What Year? _____
   - New Roof Installed Y ☐ N ☐ What Year? _____
   - Remodeled Y ☐ N ☐ What Year? _____
8. Overall Building Condition (select one):
   - Excellent ☐
   - Good ☐
   - Average ☐
   - Poor ☐

Name (Print/Type): _____
Signature: _____
Title/Position: _____
Telephone: _____
E-mail: _____
Date: _____

CONSTRUCTION CHARACTERISTICS

1. FLOOR (ground level)
   - ☐ concrete slab
   - ☐ wood
   - ☐ crawl space
   - ☐ stilts

2. UPPER FLOORS
   - ☐ concrete
   - ☐ wood
   - ☐ other _____

3. UPPER FLOOR SUPPORTS
   - ☐ 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
   - ☐ other _____

5. ROOF
   - ☐ flat
   - ☐ pitched
   - ☐ combination
   - ☐ other _____

6. ROOF DECK
   - ☐ wood
   - ☐ metal
   - ☐ concrete
   - ☐ tectum
   - ☐ 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

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 _____

14. HEAT METHOD
   - ☐ other
   - ☐ 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 _____

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 with a digital camera and e-mail to us as a JPEG. Please do not fax picture files.

3. Print this completed form, and then scan and e-mail or fax to Dale Whittle at:
dale.whittle@finance.alabama.gov
Fax: (334)954-5339