

VACANCY QUESTIONNAIRE

NOTE: CURRENT PHOTOGRAPHS OF THE FRONT AND BACK OF THE DWELLING ARE REQUIRED.

Date: _____
Broker: _____
Policy No.: _____
Insured: _____
Location: _____

1	When did the building become vacant?*
2	What is the reason for the building being vacant?*
3	How long will this building likely remain vacant?*
4	Who is checking the premises? _____ How often? _____
5	Which of the following security/supervision features are in place: <input type="checkbox"/> lights on timers <input type="checkbox"/> papers picked up <input type="checkbox"/> security service <input type="checkbox"/> grills on basement window <input type="checkbox"/> other (if applicable please describe): _____ <input type="checkbox"/> grass cut/snow shoveled <input type="checkbox"/> neighbor's 2nd car parked in driveway <input type="checkbox"/> deadlocks on all doors <input type="checkbox"/> shades/drapes on all windows
6	Is the heat being maintained? _____
7	Is the water turned off and the pipes and appliances drained? _____
8	Are the doors and windows properly secured? _____
9	Is the building located in an area that might allow transients or vandals to go relatively unnoticed?
10	Is the general maintenance, overall appearance and prospects for re-occupancy such that you can recommend this building for insurance?
11	Is contents coverage required? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", what amount? _____
Broker's Signature: _____ Date: _____	
<p>* Vacant refers to the circumstance where, regardless of the presence of furnishings:</p> <ul style="list-style-type: none"> • all occupants have moved out with no intention of returning and no new occupant has taken up residence; or • in the case of a newly constructed house or newly manufactured mobile home, no occupant has taken up residence. 	