# PROPERTY ENDORSEMENT REQUEST

Please fill out one form for each building.

<table>
<thead>
<tr>
<th>Today's Date:</th>
<th>Effective Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>JPA: NCSIG /Northern California Schools Insurance Group</td>
<td>District:</td>
</tr>
<tr>
<td>Contact:</td>
<td>Phone:</td>
</tr>
</tbody>
</table>

1) Check only one: 
- [ ] Add
- [ ] Delete
- [ ] Revise

If Revise box is checked, what is being done?

2) Type of Property: 
- [ ] Real Property/Building
- [ ] Personal Property/Contents
- [ ] Construction/Installation

3) Location of property as listed on Site Report:
   - A. Site Name
   - B. Building Name (include Room # and/or Schedule # when known)
   - C. Is this a new site?  
     - [ ] Yes  
     - [ ] No
   - D. Address
   - E. Describe the building's purpose/occupancy: 
     - [ ] Classroom  
     - [ ] Administration  
     - [ ] Gym  
     - [ ] Other Describe
   - F. If Construction/Installation, indicate the following:  
     - Effective Start Date
     - End Date

4) Replacement Values:
   - Real Property/Building Replacement Value $  
   - Personal Property/Contents/Computer Replacement Value $  

   Note: If no personal property value is listed, the default value will be applied

5) Building Construction Information:
   - Year of Construction
   - Total Square Feet
   - Construction Type: 
     - [ ] Wood  
     - [ ] Steel  
     - [ ] Reinforced Concrete
     - [ ] Masonry  
     - [ ] Metal  
     - [ ] Other
   - Is it a relocatable?  
     - [ ] Yes  
     - [ ] No
   - If yes, what is the Serial Number?
   - Is it permanently attached to the foundation?  
     - [ ] Yes  
     - [ ] No
   - Number of Stories
   - Basement  
     - [ ] Yes  
     - [ ] No
   - Fire Protection (check all that apply): 
     - [ ] Sprinklers
     - [ ] Fire Extinguishers
     - [ ] Central Station Alarm
     - [ ] Other Describe
   - Is the building leased or owned by the District?  
     - [ ] Leased  
     - [ ] Owned
   - If yes, is the District required by contract to provide real property coverage?  
     - [ ] Yes  
     - [ ] No
   - Is building vacant?  
     - [ ] Yes  
     - [ ] No

6) Remarks: (loss payee, mortgagee, additional insured, other)

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