

La Jolla Professional Insurance Assoc., Inc.

4275 Executive Sq Ste 200
 La Jolla, CA 92037-1476
 858-834-4040 | Bill@LJPIA.com | Fax: 858-834-4066

Bill Ritman, CPCU

Property Information Request

Kindly complete this form and then scan and email it or fax it to the fax number above. You can also just call and I will take the information over the phone: 858-834-4040 or fax to 858-834-4066 or email to bill@LJPIA.com

Insured									
Your Name									
Your contact phone number									
Your email									
New Location Address									
Is this a change of address or an additional location?	___ Change ___ Additional Location								
Is there a change in estimated annual gross sales due to this new location?	If yes, please indicate annual gross sales for this new location								
Is there a change in estimated annual payroll due to this new location?	If yes, please indicate annual payroll (not including owners) for this location.								
Name and Address of Landlord, or interested party as to appear on Certificate <i>(I can call them to get the most of the information needed on this form.)</i>									
Year building was built:	_____ If over 20 years old, if any work has been done: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Year roof replaced</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Year electric updated</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Year HVAC updated</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Year plumbing updated</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>	Year roof replaced		Year electric updated		Year HVAC updated		Year plumbing updated	
Year roof replaced									
Year electric updated									
Year HVAC updated									
Year plumbing updated									
Construction Type (such as: Frame, Masonry, Concrete Tilt-up, Steel, etc...)									
Square Footage you are renting or occupying									
Square Footage of entire building									
Number of Stories									
Which Story or Stories does your suite occupy.									
Number of Basement Levels									

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(if any)	
Is the building sprinklered?	
Name of Alarm Monitoring Company, if any	<i>Note: Please contact them and ask for an "Alarm Certificate."</i>
Are there any restaurants in the building?	
Please describe other businesses in the building.	
Remarks:	