

# 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

<b>Insured</b>											
<b>Your Name</b>											
<b>Your contact phone number</b>											
<b>Your email</b>											
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:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 30%;"></td> <td style="border-bottom: 1px solid black;">If over 20 years old, if any work has been done:</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Year roof replaced</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Year electric updated</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Year HVAC updated</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Year plumbing updated</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>		If over 20 years old, if any work has been done:	Year roof replaced		Year electric updated		Year HVAC updated		Year plumbing updated	
	If over 20 years old, if any work has been done:										
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:	