



Building Add Form

Please provide the details below to update your list of insured properties.

Member Name _____

ADD BUILDING

ADD SITE

Number of Buildings: _____

New Construction	Owned
	Leased to Member from other* (Member lessee)
Existing Building	Leased by Member to other* (Member lessor)
	*If the property is leased, please attach a copy of the executed lease agreement.
Construction cost or the purchase price of the building	
Year Built	
Does the purchase price include land? Yes No	
What is the type of construction?	Frame
	Non-Combustible
	Modified Fire Resistive
	Portable/Relocatable
	Joisted Masonry
	Masonry Non-Combustible
	Fire Resistive

BUILDING FEATURES

School Site Name or Site #	Date of Occupancy	
Building Name and Building #	Building Use (Classroom, Gym, Etc.)	
Address	City	Zip
Gross Square Footage	Number of Floors	Number of Classrooms

Please return this form to Jonathan Pham by email: pham@ascip.org or by fax: 562.404.8038

Completed by: _____

Date: _____



Building Drop Form

Please provide the details below to update your list of insured properties.

Member Name _____

DROP SITE

DROP BUILDING

Reason for drop?

Owned

Leased

BUILDING FEATURES

Use exact site number from existing appraisal report

School Site Name or Site #

Building Name and Building #

Building Use (Classroom, Gym, Etc.)

Address

City

Zip

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Completed by: _____

Date: _____



Building Modification Form

Please provide the details below to update your list of insured properties.

Member Name _____

OCCUPANY USE CHANGE

PORTABLE RELOCATION

NAME CHANGE

**RENOVATION OF EXISTING
BUILDING**

General Information

School Site Name and Site #		
Building Name and Building #		
Address	City	Zip

OCCUPANY USE CHANGE:		
Entire Site or	Single Building	
Vacant	Leased to 3rd party (please provide a copy of the lease)	
Decommissioned	Occupied by Member	
Planned Demolition	Other:	
PORTABLE RELOCATION		
New Site Name: _____ New Address: _____		
RENOVATION Cost of construction? \$ _____ Description: _____	NAME CHANGE Previous Name: _____ New Name: _____	

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Completed by: _____

Date: _____