

Vacancy Questionnaire

Name of Insured	Policy No.
Location Address	Date
Broker Name	Broker Code

Vacancy

1. Date property became vacant (dd/mm/yy): For what reason?
2. What will be the approximate duration of vacancy?
3. What is the anticipated future of this building: For Sale? For Rent? For Redevelopment?
Other: _____
4. During vacancy, will the building be renovated or torn down? Yes No
If Yes, please provide full details of work and contractor information.

Protection

5. Are outside doors and windows fully secured and locked?
6. Is the property inspected often enough to meet the requirements of the vacancy permit (every 72 hours)?
Yes No If No, how often is it inspected?
7. Who checks the property?
8. Is the property secluded or easily viewed from the road?
9. Is there an alarm system? Yes If yes, Local or Monitored
No

Maintenance

10. Is the heating system turned on and functional if vacant during the normal heating season?
11. Are there window coverings? Yes No
If not, what means have been taken to prevent the building from looking unoccupied?
12. Is the property being maintained in a usable and saleable condition at all times?
13. What arrangements have been made to maintain the property and attend to the grounds?
14. Are there any contents (furniture, etc.) left on the premises that require coverage? Yes No
If yes, what is the estimated value of those contents?
15. Have you visited the property to verify the above answers?

Agent's / Broker's Report

16. Is the general maintenance, overall appearance and prospects for re-occupancy such that you can recommend this property for insurance?

NOTE: Photos of the dwelling must accompany this questionnaire in order to complete the approval process.

Signature of Applicant/Insured

Date

Signature of Broker

Date

Tips for Keeping your Vacant Property Safe

Vacant buildings are an obvious target for theft, trespassing and vandalism.

Ways to Prevent Theft & Vandalism

Ways to maintain an "occupied" appearance to the property:

- mow the lawn
- shovel snow
- have mail forwarded or picked up regularly
- install light timers
- consider installing a security system
- have curtains/blinds on windows
- avoid leaving anything of value on the premises
- ensure all exterior doors and windows are secured (including garage and other outbuildings)
- ask a neighbor to report any suspicious activity

Limit liability

- make sure property is free from significant hazards (broken railings or steps, broken windows, etc.) that could cause injuries to anyone on the property.

Maintenance

- have the plumbing system winterized to prevent frozen pipes or shut the water off.
- periodically inspect the roof, insulation, attic, basement, gutters and other areas of the house for any necessary repairs, mold, leaks, damage or other problems.
- consider installing smoke detectors that are tied to a centrally monitored fire alarm system so the fire department will be notified in case of an alarm.
- remove all access material and combustibles from in and around the building.