DOA - State Property Office & DOI - Risk Management

Property Reporting Form

(Dual Reporting for DOA and DOI)

Department or University       Division

Department/Division #       Complex #  -   -     Asset #      (if assigned)

Building Name       Street Address

City       County       Zip Code      -

(Please provide zip code for the building location, not for the mailing address)

Latitude       Longitude       (Units: Decimal Degrees)

Your Name       Phone # (   )    -     Ext      Email

New Building [ ]  Acquisition [ ]  Renovation [ ]  Addition [ ]  Lease [ ]  Demolished [ ]

(Check appropriate category. If more than one category is checked, please explain)

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New Building: Date Accepted by State       Year Constructed      Construction Cost $

 (m/d/y)

Acquisition: Date of Acquisition       Year Constructed      Acquisition Cost $

 (m/d/y)

 Method of Acquisition (check method) Construction [ ]  Purchase [ ]  Lease/Purchase [ ]

 Condemnation [ ]  Donation [ ]  Transfer [ ]  Other [ ]

Renovation: Date of Acceptance       (m/d/y) Renovation Cost

 Renovation Type (check type) Add space [ ]  Reduce Space [ ]  Expanded Rooms [ ] None [ ]

 Increased Gross Sq. Ft.       Decreased Gross Sq. Ft.

 Increased Net Sq. Ft.       Decreased Net Sq. Ft.

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Main Use(s) of Building

(e.g., office, dormitory, automobile maintenance, furniture storage, produce sales, laboratory, etc.)

Building Occupants

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Gross Sq. Ft.       Net Sq. Ft.       National Register of Historic Places: Yes [ ]  No [ ]

Total # of Floors     Floors Above Ground     Floors Below Ground

Fire Alarm: Yes [ ]  No [ ]  Fire Sprinkler System: Yes [ ]  No [ ]  Flood Zone

 (e.g., A, A1, B, C, V, X, etc.)

Fire Department or Fire District (providing primary response)

Heat System Forced Air [ ]  Steam [ ]  Hot Water [ ]  Resist [ ]  None [ ]  Space Heater [ ]

Heating Fuel Electric [ ]  Gas [ ]  Fuel Oil [ ]  Coal [ ]  Wood [ ]  Solar [ ]  Other [ ]

A/C System Chiller [ ]  Central [ ]  Window [ ]  None [ ]

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Roof Construction

Floor Construction

Exterior Wall Construction

I n s u r a n c e C o v e r a g e

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dept/Div # | Coverage For(Bldg or Conts) | Funding (Gen. or Spec.) | Type of Coverage (Fire, EC, VMM, “All Risk”(Special), “All Risk” (Computers/Misc), etc.) | Replacement Value ($) |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

Send a copy to DOA - State Property Office & DOI - Risk Management

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Dept. of Insurance – Risk Management Division, P. O. Box 26387, Raleigh, NC 27611-6387 or e-mail: Pat.Howell@ncdoi.gov