

THE DIOCESE OF TUCSON

Property Change Request

ADD

ALL PROPERTY CHANGES **MUST** BE REPORTED IN WRITING IMMEDIATELY AND SENT TO:

PROPERTY AND INSURANCE OFFICE

P.O. Box 31

Tucson, Arizona 85702-0031

EMAIL: liza@diocesetucson.org

PARISH/LOCATION : _____

ADDRESS : _____

REPORTED BY : _____

TELEPHONE # : _____

DATE REPORTED : _____

CHECK ONE

_____ ADDING PURCHASED BUILDING/LOCATION NEW OPERATION OR ACTIVITY

_____ ADDING RENTED/LEASED BUILDING/RESIDENCE OFFICE (SKIP 5, 9B & C)

_____ ADDING COVERAGE FOR LAND (SKIP 8, 9A, C, D, 10)

1. ADDRESS OF PROPERTY ADDED : _____

2. DATE OF ESCROW : _____

3. EXPECTED USE OF PROPERTY : _____

(EXAMPLES: CONVENT, STORE, CHURCH HALL, ETC.)

4. SQUARE FOOTAGE: _____

5. # OF ACRES _____

6. AGE OF BUILDING: _____

7. # OF STORIES _____

CONSTRUCTION (PLEASE CIRCLE ONE IN EACH CATEGORY)

8A. **WALLS:** FRAME & DRY WALL STUCCO MASONRY BLOCK REINFORCED STEEL

8B. **ROOF:** TAR & GRAVEL TILE WOOD SHINGLES ASPHALT/COMPOSITION

8C. **FLOOR STRUCTURE:** CONCRETE WOOD

CONDITION OF PROPERTY (PLEASE CIRCLE ONE IN EACH CATEGORY)

9A. POOR FAIR GOOD ABOVE AVERAGE EXCELLENT

9B. PURCHASE PRICE: \$ _____

9C. REPLACEMENT COST: \$ _____
BUILDING

9D. \$ _____
CONTENTS

LOSS PREVENTION FEATURES (MARK THOSE THAT APPLY)

10. _____ SPRINKLERS _____ SMOKE DETECTORS _____ ALARM SYSTEMS _____ OTHER
(HOW MANY)

SEND EVIDENCE OF INSURANCE TO:

MORTGAGE COMPANY: _____

LANDLORD: _____

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

LOAN #: _____

LOAN #: _____

ANNUAL MORTGAGE: \$ _____

ANNUAL INCOME: \$ _____