



# PROPERTY CHANGE REQUEST FORM

## PresbyterianOne

Date: \_\_\_\_\_

Church Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Person Requesting: \_\_\_\_\_ Title: \_\_\_\_\_

### A) Change Request: Add Delete

1. Effective Date of Change: \_\_\_\_\_

2. Address of Property:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Use of Property (Church, Dwelling, Manse): \_\_\_\_\_

3. If Adding Building or Contents Coverage, Please Complete the Following:

Building Type:  Frame  Masonry  Concrete Block  Steel  Concrete Tilt Up

Square Footage: \_\_\_\_\_ No. of Stories: \_\_\_\_\_ Year Built: \_\_\_\_\_

Year of Update to: Electrical: \_\_\_\_\_ Plumbing: \_\_\_\_\_ Roof: \_\_\_\_\_ Heating: \_\_\_\_\_

Replacement Cost Valuation (Not Market Value):

Building: \$ \_\_\_\_\_ Content: \$ \_\_\_\_\_

### B) Change Request: Correct Current Data

1. Effective Date of Change: \_\_\_\_\_

If Changing Limits on An Existing Building or Contents, Please Complete the Following:

Name of Building (Church, Dwelling, Manse): \_\_\_\_\_

Square Footage: \_\_\_\_\_

Replacement Cost Valuation (Not Market Value):

Building: \$ \_\_\_\_\_ Content: \$ \_\_\_\_\_

**Fax to Heffernan Group/Church Unit (925) 934-8278**