



** Please save and attach this form to an email to info@palanciainsurance.com **

1. The exact name that should be insured. i.e. is there a corporate name or a partnership.
2. The mailing address the client would like to use.
3. The exact building location address that should be insured.
4. The number of commercial units and who occupies them.
5. The square footage of each commercial unit.
6. The number of apartments in the building.
7. The total square footage for all apartments.
8. The number of stories of the building.
9. The construction of the building, i.e. stone, brick, wood frame?
10. Contact name, phone# and email address.

11. Are there sprinklers in the building, if so what percentage of the building?
12. Are there smoke detectors in the building, and are they hard wired or battery powered?
13. Is there a doorman?
14. Is there a fire/burglar alarm?
15. When was the building built?
16. When was the building last renovated and updated for heat, the roof, wiring, plumbing?
17. Estimated annual payroll.
18. Annual Rents.
19. Current insurance carrier and expiration date?
20. Please provide loss runs for the past 5 years.