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VACANCY QUESTIONNAIRE

BROKER: _____

POLICY NO. _____ **INSURED:** _____

THIS FORM IS TO BE COMPLETED FOR EACH PROPERTY AS IT BECOMES VACANT BEFORE A VACANCY PERMIT CAN BE GRANTED ON THE PROPERTY.

1. LOCATION VACANT: _____

2. EFFECTIVE DATE OF VACANCY: _____

3. WHEN WILL HOME BE OCCUPIED? _____

4. IS HOME BEING ENTERED AND INSPECTED DAILY? YES NO

A) IF "YES" BY WHOM: _____

B) IF "NO" PLEASE COMMENT: _____

5. WHO HAS ACCESS /KEYS TO PROPERTY? _____

6. REASON FOR PROPERTY BEING VACANT? _____

7. ARE THE FOLLOWING UTILITIES BEING LEFT IN SERVICE DURING THE VACANCY PERIOD?

- | | | |
|-------------------|-----|----|
| A) Heating- | Yes | No |
| B) Electrical- | Yes | No |
| C) Plumbing- | Yes | No |
| D) Alarm- | Yes | No |
| E) Other- Explain | Yes | No |

If NO to any of the above please comment: _____

8. ARE THE FOLLOWING MAINTENANCE PRACTICES BEING CARRIED OUT ON A VERY REGULAR BASIS?

SPRING/SUMMER YES NO WINTER/FALL YES NO

Lawn Cut
Mail picked up

Snow Shoveled
Mail picked up

Other

9. ARE THE INSURED AWARE OF THE EXCLUSIONS, ON THEIR POLICY, WHILE THE PROPERTY IS VACANT?

YES | **NO**

INFORMATION SUPPLIED BY: _____

DATE: _____

DATE: _____

Signature of Agent