

# La Jolla Professional Insurance Associates, Inc.

11300 Sorrento Valley Rd Ste 220

San Diego, CA 92121-1330

858-834-4040 | [Bill@LJPIA.com](mailto:Bill@LJPIA.com) | Fax: 858-834-4066

## Property Information Request

Kindly complete this form and then scan and email it or fax it to the fax number above. You can also just call and I will take the information over the phone: 858-834-4040 or fax to 858-834-4066 or email to [bill@LJPIA.com](mailto:bill@LJPIA.com)

<b>Insured</b>					
<b>Your Name</b>					
<b>Your contact phone number</b>					
<b>Your email</b>					
New Location Address					
Is this a change of address or an additional location?	<input type="checkbox"/> Change <input type="checkbox"/> Additional Location				
Is there a change in estimated annual gross sales due to this new location?	If yes, please indicate annual gross sales for this new location				
Is there a change in estimated annual payroll due to this new location?	If yes, please indicate annual payroll (not including owners) for this location.				
Name and Address of Landlord, or interested party as to appear on Certificate  <i>(I can call them to get the most of the information needed on this form.)</i>					
Year building was built:	<div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> If over 20 years old, if any work has been done: <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Year roof replaced</td> <td style="width: 50%;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Year electric updated</td> <td></td> </tr> </table>	Year roof replaced		Year electric updated	
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	Year HVAC updated	
	Year plumbing updated	
Construction Type (such as: Frame, Masonry, Concrete Tilt-up, Steel, etc...		
Square Footage you are renting or occupying		
Square Footage of entire building		
Number of Stories		
Which Story or Stories does your suite occupy.		
Number of Basement Levels (if any)		
Is the building sprinklered?		
Name of Alarm Monitoring Company, if any	<i>Note: Please contact them and ask for an "Alarm Certificate."</i>	
Are there any restaurants in the building?		
Please describe other businesses in the building.		
Remarks:		