

REQUEST FOR PROPERTY CHANGE

DATE: _____

PARISH/LOCATION NAME: _____

COMPLETE ADDRESS: _____

EFFECTIVE DATE OF CHANGE: _____

PROPERTY DESCRIPTION: _____

PROPERTY ADDRESS: _____

CHANGE REQUESTED: ADD PROPERTY _____ DELETE PROPERTY _____ INCREASE VALUE _____

REASON FOR DELETION (IF APPLICABLE): _____

IF ADDING A NEW PROPERTY, PLEASE COMPLETE THE FOLLOWING INFORMATION:

BUILDING VALUE: _____ CONTENTS VALUE: _____

CONTENTS VALUE: _____

CONSTRUCTION: FRAME _____ MASONRY _____ STEEL _____

YEAR BUILT _____

IS BLDG WITHIN 50' OF OTHER LOCATION OWNED BLDGS? _____

IF YES, WHAT BLDG? _____

CONTACT INFORMATION:

NAME/TITLE: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

ADDITIONAL INFO. :

FOR INTERNAL USE ONLY:



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