

DISTRICT OF COLUMBIA PROPERTY INSURANCE FACILITY

VACANCY/UNOCCUPANCY QUESTIONNAIRE

IMPORTANT: All questions **MUST** be answered! Use back of form or additional pages, if necessary.

Application No. _____
Date Received _____

1. Name of Applicant _____
(Show complete name as it is to appear on Policy)

2. Location of Property _____

3. a. Is property awaiting demolition? [] No [] Yes b. This building is: (check one) [] Vacant [] Unoccupied

4. How long has property been vacant or unoccupied? _____

5. How many units are within this building? _____ (each occupancy or family constitutes one unit)

6. a. How many units are vacant/unoccupied? _____ b. Approximate percentage of vacant/unoccupied units: _____

7. Are all vacant or unoccupied portions/units totally secured against unauthorized entry? [] Yes [] No

8. What is the reason for vacancy or unoccupancy? (check appropriate reason below)

- a. [] Rehabilitation or renovation of risk—answer ALL questions in number 9 below.
- b. [] Estate closing—answer ALL questions in number 10 below.
- c. [] Seeking new tenants—answer ALL questions in number 11 below.
- d. [] Applicant is selling property—answer ALL questions in number 11 below.
- e. [] Other—answer ALL questions in number 12 below.

9. If risk is being rehabilitated or renovated —

- (a) Has contract been signed for work? [] NO [] YES - if yes, photocopy of signed contract must be attached.
- (b) When will work begin? (provide specific date) _____
- (c) When will work be completed; (provide specific date) _____
- (d) Name and address of contractor _____

(e) For what type of occupancy is work being done? _____

(f) If this is a conversion, for what type of occupancy was building originally intended? _____

(g) Has ALL necessary financing:

Been applied for?	[] Yes	[] No
Been approved?	[] Yes	[] No
Been obtained?	[] Yes	[] No

(h) By whom is financing being done? _____

(i) Have ALL necessary permits/zoning variations:

Been applied for?	[] Yes	[] No
Been approved?	[] Yes	[] No
Been obtained?	[] Yes	[] No

(j) What is estimate of building value upon completion of work? _____

(k) What is estimate of building value in its present state? _____

(l) Approximate date occupancy is anticipated? _____

10. If risk is vacant/unoccupied as a result of estate closing—(please provide specifics)
How long do you estimate vacancy/unoccupancy will continue? _____

11. If risk is vacant/unoccupied as a result of Applicant attempting to sell/rent/lease—

- (a) Has prospective purchaser/tenant been found? [] Yes [] No
- (b) Has sales contract, rental or lease agreement been signed? [] No [] Yes - (if yes, attach photocopy)
- (c) How long do you contemplate vacancy/unoccupancy will continue? (provide specifics) _____

12. (a) What is the reason for vacancy/unoccupancy? (provide all particulars): _____

(b) How long do you contemplate vacancy/unoccupancy will continue? _____

IMPORTANT! Attach copies of all pertinent documents to substantiate:

- Sales or Lease Agreement
- Renovation or Rehabilitation Contract
- Valuation Appraisals
- An Estate Problem

ANY WILLFUL CONCEALMENT OR MISREPRESENTATION OF A MATERIAL FACT OR CIRCUMSTANCE MAY VOID THE POLICY. Signed under the pains and penalties of perjury.

Date _____ Signature of Applicant _____