

LOCATION ADD/CHANGE REQUEST

Spectrum Risk Management & Insurance Services, LLC
74 Discovery
Irvine, CA 92618
Phone: (949) 756-5730 Fax: (949) 756-5740
Attn: _____

Insured: _____ Date: _____
Number of Pages: _____

*Please print this page, complete the following and fax the form to your Account Manager at Spectrum Risk Management & Insurance Services. **Please forward any supporting documents you may have regarding the new location.***

ADD LOCATION

Add Effective Date: _____
Location Address: _____
Total Square Footage of Entire Building: _____
Total Square Footage *you will occupy*: _____
Year Building Built: _____
If building is over 30 years old, please provide "Year" of updates on:
Roof: _____
Heating: _____
Plumbing: _____
Electrical: _____

Construction Type of Building: _____
of Stories: _____
If you **do not** occupy the whole building, what are the other types of occupancies/businesses in your building? _____

Is the building located in an industrial park/area in which business to the left, right and rear of your building are also industrial type buildings? **Yes or No** If no, please describe area:

Does the new location have Sprinklers, Fire Extinguishers, Smoke Detectors, Central Station Reporting Fire Alarm? **(Circle those that apply.)**

If equipped with sprinklers, what % of the building is sprinklered: _____
Does the new location have central station reporting or local burglar alarm: _____

If your new Landlord is requiring proof of liability insurance, please provide Name, Address, Phone and Fax Number of the Landlord and/or Property Manager:

