

Policyholder Name	Policy Number
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New	Trust No.	Trust Name	Loc. No.	Description (Address and No. of Stories, Construction, Occupancy)	Vacant	Operations LRO/OB	Level Of Prot.	Square Footage	Valuation			
									ACV	RC	Limit of Coverage	Date
<input type="checkbox"/>					<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/>	<input type="checkbox"/>	\$	
<input type="checkbox"/>					<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/>	<input type="checkbox"/>	\$	
<input type="checkbox"/>					<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/>	<input type="checkbox"/>	\$	
<input type="checkbox"/>					<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/>	<input type="checkbox"/>	\$	
<input type="checkbox"/>					<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/>	<input type="checkbox"/>	\$	
<input type="checkbox"/>					<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/>	<input type="checkbox"/>	\$	
<input type="checkbox"/>					<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/>	<input type="checkbox"/>	\$	
<input type="checkbox"/>					<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/>	<input type="checkbox"/>	\$	

**INCLUDE A PICTURE OF THE PROPERTY
(IF NEW TO POLICY)**

GUIDE FOR REPORTING TRUST PROPERTIES

1. **Who Should Report.** The report should be made and signed by you or an authorized employee. A broker or agent is not authorized to report values to us.
2. **Read Your Policy.** Make sure you understand your responsibility under the "Reporting Provisions" section of your Trust Properties Property Endorsement. Note the penalties for late reports.
3. **When to Report.** Your reports are due within 30 days after the last day of the reporting period. Failure to comply with this requirement can result in underinsurance or lack of coverage at certain locations.

We aren't required to notify you if your reports are late or inaccurate. Even if we do notify you, the described penalties still apply. If we accept a late report, the penalty, if any, applies and you are still expected to file future reports on time.

4. **New Locations.** Be sure to report the values at the new location in the first report that's due after you acquire the location. If you don't report the values, the new location won't be covered.

Check (X) the box on the far left of the page (New) to indicate that the location is new to the policy.

5. **Describe Locations Accurately.** Be sure to include complete street address, city, state, and zip code in your report of the location of covered property. Include the following in the description of the building:

- Number of Stories
- Type of Construction - *Frame; brick or masonry (wood floors, roof); fire resistive (walls, floors and roof of incombustible material).*
- Occupancy - Current use of building or last use of building if building is now vacant; such as residential, office, clothing manufacturer, etc.

6. Indicate whether or not the building is vacant.

7. Indicate if the property is Lessor's Risk Only (LRO) or an operating business (OB). **A completed ACORD application must be attached for each operating business in a trust if not previously reported.**

8. Write in the Level of Protection desired: 1, 2, or 3.

9. Write in the total square footage of the building.

10. **Report Values According to Provisions of Your Policy.** You must report the actual cash value (ACV) or replacement cost (RC) of all covered property at each location. Check the "What This Agreement Covers" section of your Property Protection Endorsement for a full explanation of covered property. Be sure you understand what property is covered since inaccurate reports can't be corrected after a loss takes place.

Limit of coverage should be reported in whole dollars.

Write in the date the value or limit of coverage was determined.