

# DOA - State Property Office & DOI - Risk Management

## Property Reporting Form

### (Dual Reporting for DOA and DOI)

<b>Department or University</b>		<b>Division</b>	
<b>Department/Division #</b>	<b>Complex #</b> - -	<b>Asset #</b>	(if assigned)
<b>Building Name</b>		<b>Street Address</b>	
<b>City</b>	<b>County</b>	<b>Zip Code</b> -	
<small>(Please provide zip code for the building location, not for the mailing address)</small>			
<b>Latitude</b>	<b>Longitude</b>	(Units: Decimal Degrees)	
<b>Your Name</b>	<b>Phone # ( )</b> -	<b>Ext</b>	<b>Email</b>
<b>New Building</b> <input type="checkbox"/> <b>Acquisition</b> <input type="checkbox"/> <b>Renovation</b> <input type="checkbox"/> <b>Addition</b> <input type="checkbox"/> <b>Lease</b> <input type="checkbox"/> <b>Demolished</b> <input type="checkbox"/> <small>(Check appropriate category. If more than one category is checked, please explain)</small>			
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<b>New Building:</b>	Date Accepted by State <small>(m/d/y)</small>	Year Constructed	Construction Cost \$
<b>Acquisition:</b>	Date of Acquisition <small>(m/d/y)</small>	Year Constructed	Acquisition Cost \$
	Method of Acquisition <small>(check method)</small>	Construction <input type="checkbox"/>	Purchase <input type="checkbox"/> Lease/Purchase <input type="checkbox"/>
		Condemnation <input type="checkbox"/>	Donation <input type="checkbox"/> Transfer <input type="checkbox"/> Other <input type="checkbox"/>
<b>Renovation:</b>	Date of Acceptance <small>(m/d/y)</small>	Renovation Cost	
	Renovation Type <small>(check type)</small>	Add space <input type="checkbox"/>	Reduce Space <input type="checkbox"/> Expanded Rooms <input type="checkbox"/> None <input type="checkbox"/>
	Increased Gross Sq. Ft.	Decreased Gross Sq. Ft.	
	Increased Net Sq. Ft.	Decreased Net Sq. Ft.	
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<b>Main Use(s) of Building</b> <small>(e.g., office, dormitory, automobile maintenance, furniture storage, produce sales, laboratory, etc.)</small>			
<b>Building Occupants</b>			
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<b>Gross Sq. Ft.</b>	<b>Net Sq. Ft.</b>	<b>National Register of Historic Places:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Total # of Floors</b>	<b>Floors Above Ground</b>	<b>Floors Below Ground</b>	
<b>Fire Alarm:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Fire Sprinkler System:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Flood Zone</b> <small>(e.g., A, A1, B, C, V, X, etc.)</small>	
<b>Fire Department or Fire District (providing primary response)</b>			
<b>Heat System</b>	Forced Air <input type="checkbox"/>	Steam <input type="checkbox"/>	Hot Water <input type="checkbox"/> Resist <input type="checkbox"/> None <input type="checkbox"/> Space Heater <input type="checkbox"/>
<b>Heating Fuel</b>	Electric <input type="checkbox"/>	Gas <input type="checkbox"/>	Fuel Oil <input type="checkbox"/> Coal <input type="checkbox"/> Wood <input type="checkbox"/> Solar <input type="checkbox"/> Other <input type="checkbox"/>
<b>A/C System</b>	Chiller <input type="checkbox"/>	Central <input type="checkbox"/>	Window <input type="checkbox"/> None <input type="checkbox"/>
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<b>Roof Construction</b>			
<b>Floor Construction</b>			
<b>Exterior Wall Construction</b>			

### Insurance Coverage

Dept/Div #	Coverage For (Bldg or Conts)	Funding (Gen. or Spec.)	Type of Coverage (Fire, EC, VMM, "All Risk"(Special), "All Risk" (Computers/Misc), etc.)	Replacement Value (\$)

Send a copy to DOA - State Property Office & DOI - Risk Management  
 Dept. of Administration - State Property Office, 1321 Mail Service Center, Raleigh, NC 27699-1321 or e-mail: [John.Cox@doa.nc.gov](mailto:John.Cox@doa.nc.gov)  
 Dept. of Insurance - Risk Management Division, P. O. Box 26387, Raleigh, NC 27611-6387 or e-mail: [Misty.Wade@ncdoi.gov](mailto:Misty.Wade@ncdoi.gov)