

Request to Add Foreclosed Location

Named Insured:	
Policy Number:	
Policy Effective Date:	
Endorsement Effective Date (to add Location):	

Please attach current photos of the property and a copy of any property inspections available.

Location Address:					
Amount of Insurance:	\$	Construction Type:			
Number of Stories:		Year Built:			
Total Square Foot Area:		Year Roof Replaced:			
Year of Updates to Bldg:	Plumbing:		Electrical:		HVAC:
Utilities Operational?	Plumbing:	<input type="checkbox"/> Y <input type="checkbox"/> N	Electrical:	<input type="checkbox"/> Y <input type="checkbox"/> N	HVAC:
					<input type="checkbox"/> Y <input type="checkbox"/> N
Describe any renovations or updates to building:					
Have you or your rep visited the premises in person:	<input type="checkbox"/> Y <input type="checkbox"/> N	Describe general condition of building:			
Describe any unrepaired damage to building:					
Describe surrounding buildings and area:					
Doors & Windows Secured & Locked:	<input type="checkbox"/> Y <input type="checkbox"/> N	Other Physical Security:			
Burglar Alarm:	<input type="checkbox"/> Central Station Monitoring <input type="checkbox"/> Local Gong Only <input type="checkbox"/> Confirmed to be Active				
Fire Alarm:	<input type="checkbox"/> Central Station Monitoring <input type="checkbox"/> Local Gong Only <input type="checkbox"/> Confirmed to be Active				
Smoke Detectors:	<input type="checkbox"/> Central Station Monitoring <input type="checkbox"/> Local Gong Only <input type="checkbox"/> Confirmed to be Active				
Sprinkler System:	<input type="checkbox"/> Central Station Monitoring <input type="checkbox"/> Local Gong Only <input type="checkbox"/> Confirmed to be Active				
Additional details on security or protection:					
Describe frequency and level of physical checks:					
Is Building 100% Vacant?	<input type="checkbox"/> Y <input type="checkbox"/> N	If so, for how long?		Most recent occupant:	
Tenants (if occupied) Attach List if more space needed				Sq. Ft Area Occupied	
Is there a swimming pool on premises?	<input type="checkbox"/> Y <input type="checkbox"/> N	Is pool fenced?	<input type="checkbox"/> Y <input type="checkbox"/> N	Is pool drained?	<input type="checkbox"/> Y <input type="checkbox"/> N
Describe insured's plans for foreclosed property:		<input type="checkbox"/> Sell immediately or (Describe)			

Loss Mitigation and Best Practices

IMMEDIATELY UPON FORECLOSURE

1. Report the foreclosure to your agent/insurance company to secure both Property and Liability coverage for the exposure.
2. Secure the property to prevent trespassing that could result in vandalism, unintentional damage, or accidents resulting in liability. Post "No Trespassing" signs and notify local law enforcement.
3. Inspect the property for damage, maintenance issues, and document findings. Ensure all windows and doors are securely closed and locked.
4. Consider re-keying locks to prevent re-entry by former owners or those having keys from former owners.

AS SOON AS PRACTICAL

5. Winterize properties either by ensuring heat is maintained or turning off water and draining pipes. If water remains in service, consider opening cabinets under sinks for more access to heat. In hot and humid conditions, ensure sufficient air control to prevent mold or mildew.
6. Updated contact information for any alarms to your designated emergency contact in the event an alarm is triggered.
7. Hire any contractors needed for immediate repairs to secure the home, and make necessary repairs to prevent accidents, further damage, or to ready for sale.
8. Arrange to sell the property.

ONGOING DURING OWNERSHIP

9. Continue exterior maintenance, such as lawncare, removing junk mail/papers.
10. Inspect property regularly – interior and exterior – for damage, document findings and take necessary action to repair and prevent further damage.
11. Continue to inspect and maintain alarm and sprinkler systems.

RISK TRANSFER

When hiring third parties to perform any services on your behalf, it is important to use **written contracts** that clearly outline the work to be performed on your behalf, and require the third party to have adequate insurance (specify coverages and limits), list you as an additional insured on their insurance coverages and either have workers compensation coverage or acknowledge 1099 status in their contract. The contract should also hold you harmless from any acts, errors or omissions of the third party, and defend and indemnify you against any claims arising out of the third party's acts, errors or omissions.

Note: These steps can really save you from absorbing a loss that rightfully should be covered by the third party, thus effecting your loss ratio, insurability, and eroding any applicable aggregate limits. Additionally, many endorsements for "additional insured status" require a written contract between the insured third party and their customers in order to trigger coverage under the third party's policy – don't lose the protection on a technicality because you had an oral agreement.

As always, your insurance agent is your first point of contact. At Intact, we are ready to assist with additional information and guidance to support your risk management and loss prevention efforts.