



## CHANGE OF LOCATION REQUEST

In order to submit our change request to add your new location on to the policy, the Company requires the following underwriting information. Press the submit button to e-mail your application to our office. Call us at (415) 512-2100 if you have any questions. Thank you.

\*required.

Your company name: \*

Address of new location: \*

Effective date to add new location: \*

*(mm/dd/yyyy)*

Is this an additional location or a replacement for your current location? \*

New telephone number and fax number: \*

Amount of business personal property at new location. \*

Amount of computer equipment at new location. \*

Square footage of office space \*

Age of the building. \*

Stories in the building. \*

Is there a basement in the building?:

Type of Construction of the building. \*

Is there a burglar and/or fire alarm? \*

Is the building sprinklered? \*

Are there security guards? \*

Total area of the building.: \*

Other occupancies in the building; if so type of business: \*

If the building is over 25 years old, any updates regarding electrical, heating, plumbing, etc.? \*

What is to the right of the building? \*

What is to the left of the building? \*

What is behind the building? \*

Please provide the name and address of the landlord and advise if they require a certificate of insurance with Additional Insured wording?

Special Instructions:

For your records, please print this page. When the application is complete, click below to submit to Sweet an Baker.

Print 