Building and contents insurance form

☐ Amend existing details

Name of person requesting endorsement

Name of church entity

Entity group *(select one)*

Debtor code

Action required *(select one)*

Building information

Building type *(select one)*

Name of buliding if applicable

Address of building

postcode

Land legal description

Is the building owned by The Uniting Church Property Trust (Q.)   ☐ yes   ☐ no

Construction information

If Building Insurance is required, please provide the construction materials, number of storeys and floor areas below.

Roof

Walls external

Walls internal

Floor

Floor coverings

Mechanical services *(select one)*

Types of fire services installed

Security measures

Number of storeys   **below** ground level   **above** ground level

Enter the gross floor area for each storey

m² Basement 1		m² ground floor
m² Basement 2		m² floor 1
m² Basement 3		m² floor 2
m² Basement 4		m² floor 3
m² Basement 5		m² floor 4
m² Basement 6		m² floor 5
m² Basement 7		m² floor 6
m² Basement 8		m² floor 7
m² Basement 9		m² floor 8

Enter the gross floor area for each storey [   ] **m²** Basement 10 [   ] **m²** floor 9

[   ] **m²** floor 10

Sums insured

Building replacement value [$]

Contents replacement value [$]

Effective date [/   /   ]

It is recommended that an asset schedule be kept for the replacement values of all items so that in the event of a major loss, details of items damaged may be given promptly to our insurer.

Click "save as" and save the file in the following format ddmmyyyy_BC Endorsement_NAME OF CHURCH ENTITY.pdf, where the names refer to the church entity and the date is the effective date.

Please keep a copy for your records and then send by clicking "submit" and attaching the file to the email addressed to *jason.grimsey@ucaqld.com.au* and *insurance@ucaqld.com.au.*