

DOA - State Property Office & DOI - Risk Management

Property Reporting Form

(Dual Reporting for DOA and DOI)

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

Insurance Coverage

Dept/Div #	Coverage For (Bldg or Confs)	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
 Dept. of Insurance – Risk Management Division, P. O. Box 26387, Raleigh, NC 27611-6387 or e-mail: spfif@ncdoi.gov