**OFFICE OF RISK MANAGEMENT**

 PROPERTY INPUT FORM

 (Please Submit This Form for Changes In Buildings or Contents)

 **PLEASE PRINT OR TYPE**

Parish/Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Person Completing Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_

Check One: Construction of New Building Purchase Contents\* Addition to Existing Building Renovation of Existing Building

Sale Demolition

\*NOTE – If the contents exceeds the cost of a building, value of contents must be declared. Also value of contents of any building leased from any source other than an Archdiocesan entity must be declared.

Parish/Agency #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Complete Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building or Project Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date of Change: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE – If new construction, addition or renovation please enter estimated date of completion above.

**Email form to: BrandonRothkopf@archstl.org**

 **Mail or fax to: Office of Risk Management**

**20 Archbishop May Drive**

**St. Louis, MO 63119-5738**

**Fax: 314.792.7079**

**If you need assistance, please call 314.792.7203**