



1. BOARD MEMBER INFORMATION

	NAME	SUITE NO	PHONE/EMAIL
President			
VP			
Treasurer			
Secretary			
Director			
Director			
Director			
Director			
Director			

2. EMERGENCY CONTACT INFORMATION

Please provide the below information for all persons who will need to be contacted in the event of an emergency.

	NAME	TITLE	PHONE & EMAIL
Property Manager			
Maint. Supervisor			
Maint. Technician			
Other			
Other			



3. OWNERS POINT OF CONTACT

Please provide the following owner information:

NAMES	SUITE NO	PHONE	FAX	EMAIL	SQ FT OF OCCUPIED SPACE	SECURITY OR SPECIAL ISSUES



4. SUBCONTRACTORS

Please provide the requested information for any subcontractors you currently use. If you do not have a provider for any services listed, we will use one of our preferred vendors.

TRADE	COMPANY	CONTACT	EMERGENCY PHONE
Acoustical Ceiling			
Carpet			
Drywall			
Electrical			
Furniture Systems			
General Contractor			
Glass & Window			
HVAC			
IT			
Janitorial			
Mechanical			
Painter			
Phone & Internet			
Plumbing			
Roofing			
Security			
Sprinklers			
Tile/Stone			
Vinyl			
Wallpaper			
Trash Removal			
Other			
Other			



5. POWER

Please provide any information concerning power issues your building or Owners have.

Do you have back-up power? No Yes If yes, specify type:

Will you need immediate power? No Yes If yes, for which specific areas?

Electric Company Name:

Electric Company Emergency Number:

6. BUILDING GENERAL INFORMATION

Please provide all available diagrams and/or architectural drawings of the entire property.

Do you have property blueprints? No Yes

Do you have property diagrams? No Yes

Do you have an emergency evacuation plan? No Yes

Total Number of Buildings:

BUILDING NUMBER	APPROXIMATE BUILDING TOTAL SQUARE FOOTAGE	NUMBER OF UNITS IN THE BUILDING



7. INSURANCE AND PROPERTY APPRAISAL

Please provide copies of your **insurance policies** and **latest appraisal** pertaining to the property.

Insurance Company	
Agent	
Policy Number	
Limits of Liability	
Coverage Limits	
Policy Limit	
Deductible	

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Agent	
Policy Number	
Limits of Liability	
Coverage Limits	
Policy Limit	
Deductible	

8. BUILDING INSPECTION

Please provide information regarding specific areas of concern on your property. CERT will perform an inspection and report recommendations to your company.



9. ADDITIONAL INFORMATION

Please provide any other information that would be of some help to expedite the recovery.