

FIRSTBROOK, CASSIE & ANDERSON LTD. - INSOLVENCY INSURANCE PROGRAM

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VACANCY QUESTIONNAIRE

Trustee Log No. _____

FC&A Master File No. _____

NAME OF ESTATE: _____

LOCATION: _____

1. Reason for vacancy/unoccupancy:
2. Estimated duration of vacancy/unoccupancy:
3. Are utilities (heat, electrical) still in service?
4. If not, have the water pipes and sprinkler system been drained and shut off by a qualified plumber?
(Attach copy of plumbers report/invoice)
5. Have the locks been changed?
6. What arrangements have been made to maintain the property and attend the grounds around the building?
7. What type of neighborhood is the building in (i.e. industrial, residential, commercial)?
8. Is the building easily seen from the road?
9. Is the building easily accessible for fire fighting purposes?
10. Is a key to the building in the hands of a competent person who walks through the building at least twice a week? (If not please contact FC&A, as this is a mandatory requirement under the Program.)
11. Have you visited the property recently to verify the above answers?

Date: _____ Signature of Estate Manager: _____