SWACC
Statewide Association of Community Colleges

For K & A Internal Use Only
Date entered
SPECS Entered by
SPECS Bldg #

PROPERTY ENDORSEMENT REQUEST

PLEASE FILL OUT ONE FORM FOR EACH BUILDING.

Today's Date:	**Effective Date:**
JPA: N/A	**District:**
Contact:	**Phone:**

Check only one: ☐ Add ☐ Delete ☐ Revise

If Revise box is checked what is being done?

1) Type of Property: ☐ Real Property ☐ Personal Property ☐ EDP ☐ Construction/Installation

2) Location of property as listed on Site Report:

A. Site Name

B. Building Name or Number

C. Is this a new site ☐ Yes ☐ No

D. Address

E. Describe the building's purpose/occupancy: ☐ Classroom ☐ Administration ☐ Gym ☐ Other Describe

F. If Construction/Installation, indicate the following: Effective Start Date End Date

3) Replacement Values:

Real Property/Building Replacement Value $ _____

Personal Property/Contents Replacement Value $ _____

Note: If no personal property value is listed, the default value will be applied

EDP Replacement Value

Software $ _____

Hardware $ _____

Laptop $ _____

Total EDP $ _____

4) Building Construction Information:

Year of Construction Note: If Construction year not provided the default of 1975 will apply	
Total Square Feet	
Construction Type	☐ Wood ☐ Steel ☐ Reinforced Concrete ☐ Masonry ☐ Metal ☐
Is it permanently attached to the foundation	☐ Yes ☐ No
Is it a re-locatable	☐ Yes ☐ No
If yes, what is the Serial Number	
Number of Stories	
Basement	☐ Yes ☐ No
Fire Protection (check all that apply)	☐ Sprinklers ☐ Fire Extinguishers ☐ Central Station Alarm ☐ Other Describe
Is the building leased or owned by the District	☐ Leased ☐ Owned
If yes, is the District required by contract to provide real property coverage	☐ Yes ☐ No
Is building vacant	☐ Yes ☐ No