

# Apartment Buildings — Intake Form (Fillable)

Ravelin Risk & Insurance — Apartment Building Intake

## Applicant / Named Insured Information

Legal Name (Individual / Entity):

Entity Type:      Individual      LLC      Partnership      Corp      Trust

If Trust, Trust Name & Date:

Primary Contact Name:      Phone:

Email:      Mailing Address:

Property Address (if different):

DOB (if individual):      Driver's License # / State:

Marital Status:      Occupation:

Lead Source:

## Additional Named Insureds (if applicable)

Name 1:      Relationship:

DOB:      DL # / State:      Occupation:

Name 2:      Relationship:

DOB:      DL # / State:      Occupation:

## Ownership & Business Structure

Ownership Structure:      Sole Owner      Partners      Members

Percentage Ownership (if multiple):      LLC / Entity Formation Date:

State of Formation:      Own other rental properties?      Yes      No

If yes, how many & where?

Any properties outside the U.S.?      Yes      No

# Apartment Buildings — Property Details

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## Apartment Building Overview

Property Address:

Year Built:

Construction Type:

Frame

Joisted Masonry MNC

Fire Resistive

Number of Stories:

Total Building Sq Ft:

Units (Total / Leased / Vacant):

Units Total:

Currently Leased:

Vacant:

Occupancy Type:

Tenant

Seasonal

M

Purchase Date:

Purchase Price:

Acquired via foreclosure/bank/trustee sale?

Yes

No

## Building Systems & Updates

Electrical/Wiring (year last updated):

Plumbing:

Roof:

Heating:

HVAC:

Renovations in last 10 years?

Yes

No

If yes, describe scope & year:

## Safety, Protection & Risk Features

Smoke Alarms:

Yes

No

Burglar Alarm:

Yes

No

Fire Extinguishers:

Yes

No

Deadbolts / Secured Unit Doors:

Yes

No

Fire Alarm (Local/Central/None):

Yes

No

Automatic Gas Shut-Off:

Yes

No

Sprinkler System:

Yes

No

Water Leak Detection / Shut-Off:

Yes

No

# Apartment Buildings — Exposures, Values, Prior Insurance

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## Amenities & Liability Exposures

Pool / Spa / Hot Tub:	Yes	No
Locked Access (if pool):	Yes	No
Diving Board or Slide:	Yes	No
Elevators:	Yes	No
Boilers:	Yes	No
Assigned Parking:	Yes	No
Garages / Carports:	Yes	No
On-site Manager:	Yes	No
Handyman / Maintenance Staff:	Yes	No
Dogs Allowed:	Yes	No
If dogs, breed restrictions:		
Short-Term Rentals (Airbnb/VRBO):	Allowed	Prohibited

## Tenants & Lease Controls

Rent Roll Provided:	Yes	No
Tenants delinquent > 1 month:	Yes	No
Ongoing disputes/evictions:	Yes	No
Tenants required to carry renters insurance:	Yes	No
Leases require owner listed as Additional Interest:	Yes	No
Low-Income / Subsidized Housing:	Yes	No
Average Monthly Rent per Unit:	If subsidized, capped rents?	

## Prior Insurance & Claims

Current / Most Recent Carrier:	Policy Expiration Date:		
Any claims in last 5 years?	Yes	No	If yes, list date/type/amount:

## Property Values (Estimates)

Building Replacement Cost:	BPP (common areas):
Other Structures (fences, sheds, etc.):	

## Brush / Wildfire Exposure (if applicable)

Property in city limits?	Yes	No	Fire Station Distance (miles):	Fire Station Name:	
Public Hydrant within 1,000 ft?	Yes	No	Firewise Community?	Yes	No