



Property & Liability Change Request Checklist

Please send **complete** change request to pc@csdpool.org.

Please review all change requests for accuracy and completeness prior to submission.

Incomplete requests will be returned and may result in processing delays.

For all Property & Liability change requests, please provide the desired effective date of the change(s). For the addition of multiple assets, please use the spreadsheet linked [here](#).

Requests to backdate are subject to Pool approval and require confirmation of no known losses. Additional documentation may be requested, i.e. proof of purchase/sale.

The following information is required to add a vehicle:

Year/Make/Model
VIN
Value
Desired deductible
Valuation (ACV, AV, RCV) ¹

The following information is required to add items to the Property schedule:

Complete location address, including street address, city & zip code. If no street address, please provide cross streets, GPS coordinates, or other identifying information. For multiple items such as mailboxes, fire hydrants, etc. "Throughout District" is acceptable but still requires the city & zip code.
Description of location (office, fire station, water tank, playground, etc.) ^{2,3}
Replacement Cost value(s) ⁴
Desired deductible
Does the property location require Equipment Breakdown coverage?
Construction Type (see overview sheet linked here)
Year of construction and square footage (if applicable)

The following information is required to add items to the Inland Marine schedule:

Description of item, including Year/Make/Model (if applicable) ²
Serial number (if applicable)
Value
Desired deductible

¹ACV=Actual Cash Value - claim payout dependent on the depreciated value of the vehicle

AV=Agreed Value - claim payout is according to pre-determined value, usually used for antique vehicles

RCV= Replacement Cost Value - claim payout will be according to current costs, assuring that a vehicle can be replaced if a total loss

²The addition of certain items, (i.e. drones, boats, parks, golf courses, ponds/lakes, swimming pools, etc.) will also require update(s) to the General Liability schedule.

³ If the addition of a location affects the district's Total Operating Expenses (TOE) (for example a new rec center, golf course, swimming pool), please provide the additional TOE generated by the new location.

⁴ If a location contains different Property categories (ie. building, contents, NOC property), please specify the value of each category.