



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). **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)

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.) * **
Replacement Cost value(s)
Desired deductible
For NOC property, does it require Equipment Breakdown coverage?

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

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

* The 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.

** 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.