



PROPERTY ADDITION(S) / DELETION(S) REFERENCE GUIDE

Definitions:

Residential Property: Single Family dwellings, duplex, triplex & 4-plex structures (1-4 family homes)
Commercial Property: 5-unit building and up, office buildings, warehouses, elderly care facilities, community building, etc.

Forms:

1-4 Family Structure Addition Form	Form to add a Residential property
Commercial Structure Addition Form	Form to add a Commercial property
Structure Deletion Form	Form to remove / delete a property from your inventory
Structure Change Form	Utilized to update information on a property currently listed on your inventory (i.e. Physical address, square footage, etc.)

A. Property Addition:

To add a property to your IHBG policy, please complete the appropriate addition form, based on the type of structure you are adding. Property additions will be endorsed to the policy the date your request is received. All fields must be complete for the structure to be added to your inventory. A form must be completed for each property addition.

- a. 1-4 Family Structure Addition Form
- b. Commercial Structure Addition Form*

****Photos of commercial properties are required***

B. Property Deletion:

As a structure gets conveyed to an individual, a completed Structure Deletion Form must be completed and submitted to AMERIND to remove the property from your inventory and coverage. A form must be completed for each structure. Property deletions will be processed the date the request is received or on a future date (as requested).

C. Property Changes or updates

Changes to properties would consist of updating square footage values, physical address, unit or project information, any change to a structure currently listed your inventory schedule.

D. Form Submissions

Please email completed forms to the AMERIND Commercial Underwriting team, cluw@amerind.com. An endorsement will be generated and submitted to the authorized contact person on completion of the request.

E. Contact Information:

Email: cluw@amerind.com
Commercial Lines: (505) 404-5607