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New Submissions: property@tottengroup.com Website: www.tottengroup.com

Vacancy and Unoccupancy Questionnaire

- 1) Is the property Vacant [when a building has no furnishings at all (i.e. entirely empty)]?
 Unoccupied [when a building has all its furnishings (i.e. furniture, lamps, etc.)?]
- 2) Has it ever been vacant or unoccupied before? _____
- 3) How long has it been vacant / unoccupied? _____
- 4) How long is it expected to be vacant / unoccupied? _____
- 5) Is it up for sale? _____
- 6) Why is it vacant / unoccupied? _____
- 7) Has electricity been disconnected? _____
- 8) Are the doors and windows securely closed and locked? _____
- 9) Is all the rubbish removed from the building premises? _____
- 10) Is the grass cut (in summer) and the walkways cleared of snow (in winter)? _____
- 11) Are the adjacent buildings vacant or occupied? _____
- 12) How far is the building from the nearest occupied building? _____
- 13) Is anyone making regular rounds of the premise? _____
 - a) If so, who? _____
 - b) How often? _____
- 14) Is the Insured known to you? _____
 - a) If so, for how long? _____
- 15) What is the general physical condition of the property? (Include comments re any detached shed/garage) _____
- 16) Is the Insured financially sound? _____
- 17) We need to know:
 - a) Number of mortgagees: _____
 - b) Amount outstanding for each (approx.): _____

Brokers Signature _____ Date _____