

Commercial Property Vacancy Change Checklist

Page 1 of 2 - Fillable working form. Verify policy and law separately.

Business / named insured

Property address

Policy number / period

Occupancy change date

Percent space occupied

Operations remaining

Property remaining

Utilities status

Sprinkler / alarm status

Security controls

Renovation active?

Expected duration

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Page 2 of 2 - Fillable working form. Verify policy and law separately.

Policy vacancy wording

Vacancy day threshold

Broker / insurer notified?

Notification date

Coverage change / permit

Inspection frequency

Inspection owner

Expected reoccupancy

Landlord / property manager

Open issue

Follow-up deadline

Review date