DOA - State Property Office & DOI - Risk Management
Property Reporting Form
(Dual Reporting for DOA and DOI)

Department or University  NC A & T State University  Division

Department/Division #  Complex #  -  -  Asset #  (if assigned)

Building Name  Street Address

City  County  Zip Code  -
(Please provide zip code for the building location, not for the mailing address)

Your Name  Phone # (  )  -  Ext  Email

New Building  ☐ Acquisition  ☐ Renovation  ☐ Addition  ☐ Lease  ☐ Demolished  ☒
(If more than one category is checked, please explain)

New Building:  Date Accepted by State (m/d/y)  Year Constructed  Construction Cost $
Acquisition:  Date of Acquisition (m/d/y)  Year Constructed  Acquisition Cost $  Method of Acquisition

Renovation:
Date of Acceptance (m/d/y)  Renovation Cost
Renovation Type  (check type)  

Increased Gross Sq. Ft.  Decreased Gross Sq. Ft.
Increased Net Sq. Ft.  Decreased Net Sq. Ft.

Main Use(s) of Building
(e.g., office, dormitory, automobile maintenance, furniture storage, produce sales, laboratory, etc.)

Building Occupants


Total # of Floors  Floors Above Ground  Floors Below Ground

Fire Alarm:  Yes ☐  No ☐  Fire Sprinkler System:  Yes ☐  No ☐  Flood Zone
(e.g., A, A1, B, C, V, X, etc.)

Fire Department or Fire District (providing primary response)

Heat System  Forced Air ☐  Steam ☐  Hot Water ☐  Resist ☐  None ☐  Space Heater ☐
Heating Fuel  Electric ☐  Gas ☐  Fuel Oil ☐  Coal ☐  Wood ☐  Solar ☐  Other ☐
A/C System  Chiller ☐  Central ☐  Window ☐  None ☐

Roof Construction
Floor Construction
Exterior Wall Construction

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<thead>
<tr>
<th>Insurance Coverage</th>
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<td>Dept/Div #</td>
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Send a copy to DOA - State Property Office & DOI - Risk Management
Dept. of Administration - State Property Office, 1321 Mail Service Center, Raleigh, NC 27699-1321
Dept. of Insurance – Risk Management Division, P. O. Box 26387, Raleigh, NC 27611-6387