



Providing Exceptional Risk Management Solutions and Insurance Brokerage Services

# PROPERTY POLICY CHANGE REQUEST

**Important Notice:** We cannot bind coverage from email or voicemail request. Coverage is bound after you receive a written email or telephone confirmation from an Account Manager. Please contact your Account Manager to request changes on policies other than Commercial Auto, Property and Inland Marine.

Policy holder:

Policy number:

Requestor:

## Contact Information:

Address:

Work phone:

Email:

Fax number:

Mobile phone:

Best time to reach:

## Change Detail

Add a Location

Effective date of change:

Location address:

Limits - Building, Contents, etc.:

Occupancy:

Owner/Tenant:

Construction Type:

Number of stories:

Basement:

Square footage:

Year built:

If over 25 years old, provide year of building improvements (wiring, roofing, plumbing & heating)

Mortgagee or Loss Payee name and address:

Sprinkler:

Security, Burglar Alarm:

Delete or Change a Location

Effective date of change:

Location address:

Description of change:

Explanation for deletion or change:

Please allow 1 business day for confirmation. If you have not received confirmation after 1 business day, please [contact your Account Manager](#)

If you are submitting this form through Internet Email, please address it to: (service@ashgroup.us.com)