



## VACANCY QUESTIONNAIRE

**COMPLETION OF THIS FORM IS NOT REQUIRED FOR SEASONAL PROPERTIES**

Your policy contains a provision which states that a location is allowed to be vacant or unoccupied up to 180 days. After the 180 days of vacancy/un-occupancy has elapsed, **the location will no longer be covered under your property insurance policy.**

It is therefore imperative that you report all vacant/unoccupied locations to SUMAssure immediately after the location has become vacant or unoccupied to allow sufficient time for your SUMAssure team to arrange the appropriate coverage.

Please report all vacant/unoccupied properties by completion of this form.

**Definitions:**

**Vacant:** Not occupied and without contents

**Unoccupied:** Not inhabited, unused or shut down

**Municipality:** \_\_\_\_\_

**Address of Vacant Location:** \_\_\_\_\_

**Type of Building:** \_\_\_\_\_

**Date Location Became Vacant/Unoccupied:** \_\_\_\_\_

**Anticipated Duration of Vacancy/Un-occupancy:** \_\_\_\_\_

**Reason for Vacancy/Un-occupancy:** \_\_\_\_\_

**PLEASE COMPLETE THE ATTACHED CHECKLIST & RETURN BOTH THIS REPORTING FORM & THE CHECKLIST TO SUMASSURE**

# CHECKLIST

**THIS CHECKLIST DOES NOT APPLY TO SEASONALY OPERATED PROPERTIES**

- All entrances/exits are secured
- Maintain heating of greater than 10° Celsius for all parts of building, 24 hours per day during the heating season

OR

- Shut-off water, drain any plumbing appliances such as pipes, toilet tank, bowls, radiators & piping and water heater. Turn off the hot water heater.

Note - some heating systems require water and therefore water cannot be shut-off during the heating season in these circumstances. If water is left on due to heating requirements, property must be checked every 24 hours.

- Check premises every 72 hours (or every 24 hours if water is left on due to heating requirements). Keep a written log recording the date and time the building was checked and any action taken.
- Remove snow/ice from walkways and driveways leading to the building. Keep the area salted and sanded.