

**UNOCCUPANCY/VACANCY QUESTIONNAIRE**

To be completed for application on vacant, unoccupied property or,  
occupied property being renovated

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

TO: [ ] North Carolina Joint Underwriting Association

[ ] North Carolina Insurance Underwriting Association

Post Office Box 8009

NCJUA/NCIUA No.: \_\_\_\_\_

Cary, NC 27512

Name of Applicant: \_\_\_\_\_

Location of Property: \_\_\_\_\_

(Use back for space if additional information is needed)

Is property awaiting demolition: \_\_\_\_ Yes \_\_\_\_ No

When did the property become vacant or unoccupied? (Please provide date) \_\_\_\_/\_\_\_\_/\_\_\_\_

- a. Area vacant or unoccupied portions secured from unauthorized entry? \_\_\_\_ Yes \_\_\_\_ No
- b. What type supervision (who checks property and how often)?

What is the property's value in its present state?

What is the reason for vacancy or unoccupancy?

- a. Rehabilitation or renovation of risk: \_\_\_\_ Yes \_\_\_\_ No (If yes, answer 6 below)
- b. Estate closing: \_\_\_\_ Yes \_\_\_\_ No Date of anticipated occupancy: \_\_\_\_/\_\_\_\_/\_\_\_\_
- c. Seeking new tenant(s): \_\_\_\_ Yes \_\_\_\_ No (If yes, answer 7 below)
- d. Other (explain):

If risk is being rehabilitated or renovated:

- a. Has contract been signed for work: \_\_\_\_ Yes \_\_\_\_ No
- b. When will work begin: \_\_\_\_/\_\_\_\_/\_\_\_\_
- d. When will work be completed: \_\_\_\_/\_\_\_\_/\_\_\_\_
- c. Name and address of contractor:

d. For what type of occupancy is working being done: \_\_\_\_\_

e. If this is a conversion, what type of occupancy was building originally intended: \_\_\_\_\_

f. By whom is financing being done: \_\_\_\_\_

g. What is estimate of building value upon completion of work: \_\_\_\_\_

If vacancy or unoccupancy is temporary (new tenants being sought)

- a. Has prospective tenant been found: \_\_\_\_ Yes \_\_\_\_ No
- b. If not, when do you contemplate that the property will be occupied: \_\_\_\_/\_\_\_\_/\_\_\_\_
- c. Is property subject to contract or option to buy or lease: \_\_\_\_ Yes \_\_\_\_ No

Note: Attach copies of all pertinent documents to substantiate:

Sales Lease Agreement	Valuation Appraisals
Renovation or Rehabilitation Contract	An Estate Problem

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant (Authorized Representative accepted for Beach Plan)

**NOTE: Must be signed for both Plans**