



# University of Pittsburgh

## PROPERTY INSURANCE

**Addition/Deletion Form: *Leased Space/Contents Costs Only - Exceeding \$250K***

**\* Form Completion Only Required for Contents Value Exceeding \$250,000 \***

**Please follow instructions below.**

**Building Name (Where contents will be located):** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Campus:** \_\_\_\_\_ **ZIP Code:** \_\_\_\_\_

**# of Floors:** \_\_\_\_\_ **Square Footage:** \_\_\_\_\_

**Acct # (32 Digits) to be charged:** \_\_\_\_\_

**Brief Description of Contents : (Furniture, Lab/AV Equipment etc.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Estimated Contents Value:**      \$ \_\_\_\_\_

**As Applicable:**                      **Effective Date:** \_\_\_\_\_                      **Lease End Date:** \_\_\_\_\_

**Completed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Department:** \_\_\_\_\_

Follow these instructions for successfully completing the forms.

- Before completing the document, save the form (PDF format) to a location on your computer.
  - Open the form in the latest version of Adobe Reader (<http://get.adobe.com/reader>).
  - Complete all required fields and save the file to your computer.
  - Click the "Submit" button (which will open an email window) and send.
- You may also print, complete, scan and email to [PropertyIns@cfo.pitt.edu](mailto:PropertyIns@cfo.pitt.edu).

Note: Do not complete the form online within your browser; your data will NOT be saved. Please save it to your computer first, and then fill it out.

**Direct inquiries to [PropertyIns@cfo.pitt.edu](mailto:PropertyIns@cfo.pitt.edu).**

Revised: 11/5/20