



University of Pittsburgh

PROPERTY INSURANCE

Addition/Deletion Form: University-Owned/Property, Buildings & Contents

Please follow instructions below

Building Name: _____

Building ID # (If known): Acct # _____

(32 Digits) to be charged: _____

Property Description: _____

(i.e. 10 story residence hall with cafeteria, convenience store and laundry)

Street: _____

City: _____

State: _____ **ZIP Code:** _____

Campus: _____ **Year Built:** _____

of Floors: _____

Value of Building: \$ _____ **Square Footage:** _____

Value of Building Contents: \$ _____

Delete Date (If applicable): _____

Completed By: _____ **Date:** _____

Email: _____ **Phone:** _____

Department: _____

Please follow these instructions for successfully completing the forms.

- Use only the latest version of Adobe Reader to complete fillable PDF forms. Macintosh and Windows versions of the free Adobe Reader are available from Adobe at <http://get.adobe.com/reader/>.
 - Before completing the document, save the form (PDF format) to a location on your computer.
 - Open the form in Adobe Reader and complete all required fields.
- Save the file to your computer.
- Click the "Submit" button which will open an email window. Click send.

Note: Do not complete the form online within your web 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.

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