



# Builders Risk Worksheet

(Please complete for **\*\*\*EACH\*\*\*** Building)

**\*\*\*NEED\*\*\***

- Budget Proposal
- Schedule of Completion Timeline

**Named Insured:** \_\_\_\_\_  
 (This is the Named Insured for the actual BUILDING, not the ACCOUNT NAME. Please include any a/k/a, d/b/a & t/a information.)

**Mailing Address:** \_\_\_\_\_

**Location of Bldg:** \_\_\_\_\_ **Zip Code** \_\_\_\_\_  
 (City, State, Zip & County)

**Mortgagee & Address:** \_\_\_\_\_  
 (Need complete bank name, mailing address and loan number if available)

**Occupancy Type:**  Apts  Merc  Office  Condo  Warehouse  
 (Check all that apply)  Shopping Center  Vacant Land  Mixed Use (Apts & Retail / Office)

**Construction Type:**  Frame  Brick  Joisted Masonry  Other \_\_\_\_\_  
 Brick Veneer  Fire Resistive  Masonry Non-Combustible

**# of Apt Units:** \_\_\_\_\_ **# of Com'l Units:** \_\_\_\_\_ **Year Built:** \_\_\_\_\_  
**Total Square Ft:** \_\_\_\_\_ **Com'l Square Ft:** \_\_\_\_\_ **# of Elevators:** \_\_\_\_\_  
**# of Stories:** \_\_\_\_\_ **# of Buildings:** \_\_\_\_\_ *(\*\*NEED a form for \*EACH\* Bldg\*)*  
**Basement**  Yes  No **If YES, is there an APT or LIVING SPACE**  Yes  No  
**Is the Building Sprinklered?**  Yes  No **Central Station Fire Alarm?**  Yes  No

**Parking Lots?**  Yes  No **# of Spaces:** \_\_\_\_\_ **Total Square Ft?** \_\_\_\_\_  
**Vacant Land?**  Yes  No **# of Acre(s):** \_\_\_\_\_

**Is the Building Fenced?**  Yes  No / **Is there Security?**  Yes  No  24 Hour  
**Is Building Lighted at Night?**  Yes  No

## \*\*\*GROUND UP Construction ONLY\*\*\*

**NEW Building Limit:** \$ \_\_\_\_\_ **Projected Rental Income:** \$ \_\_\_\_\_  
**Total Project Cost:** \$ \_\_\_\_\_ **Projected Selling Price of Bld:** \$ \_\_\_\_\_  
**Subcontracted Cost:** \$ \_\_\_\_\_ **Mortgage Amount:** \$ \_\_\_\_\_  
**What Amount of the Total Project Cost is Allocated for Soft Costs:** \$ \_\_\_\_\_

## \*\*\*RENOVATIONS / REHABS ONLY\*\*\*

**Existing Building Limit:** \$ \_\_\_\_\_ **Projected Rental Income:** \$ \_\_\_\_\_  
**Total Project Cost:** \$ \_\_\_\_\_ **Projected Selling Price of Bld:** \$ \_\_\_\_\_  
**Subcontracted Cost:** \$ \_\_\_\_\_ **Mortgage Amount:** \$ \_\_\_\_\_  
**Are Additional Floors Being Added:**  Yes  No / **Gut Rehab?**  Yes  No  
**What Type of Work is Being Done:** \_\_\_\_\_  
**Will the Building be Occupied During Construction?**  Yes  No **If Yes, what %** \_\_\_\_\_  
**Year of Last Update(s) for:** Electrical  Plumbing  Roof  HVAC

**Name of Contractor / Subcontractors:** \_\_\_\_\_  
**Anticipated Start Date:** \_\_\_\_\_ **Length of Project:** \_\_\_\_\_  
**How Many Years Have YOU Been in Business:** \_\_\_\_\_  
**Do You Get a Certificate of Insurance From Your GC / Subcontractors:**  Yes  No  
**Are You an Additional Insured & Held Harmless by the Contractors:**  Yes  No  
**How Many Years of Experience Does the Contractor / Subcontract Have?** \_\_\_\_\_

### Contact Info

**Name:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_

<b>Additional Construction Expenses</b>	
Advertising & Promotional Expense	\$
Architect, Engineer, Designer & Consultant Fee	\$
Finance Expense	\$
Lease Administration	\$
Professional Fees	\$
Cost Resulting from renegotiation of sales contract, leases or construction loans	\$
General overhead & admin expense, other than legal, accounting & professional fees	\$
Legal & Accounting fees & other costs to renegotiate & prepare revised contracts & other documents. (These expenses cannot be used for preparation of claims or to establish liability of loss.)	\$
Permit Fees & Inspection	\$
<b>Additional Soft Costs</b>	
Interest in money borrowed to finance construction	\$
Realty Taxes and Realty Assessments	\$
Lease Expense	\$
Insurance Premiums	\$
Other	\$
<b>GC Information Needed</b>	
Name of GC	
Address of GC	
# of Years in Business for GC	
Any Claims in past 5 Yeas (if so, explain)	