



3033 North 44<sup>th</sup> Street, #300  
Phoenix, AZ 85018-9150  
Phone: (602) 956-4220 / (800) 956-4220

**EXPRESS SERVICE REQUEST PROPERTY/GENERAL LIABILITY (05/01)**

**FAX TO: (602) 956-4418**  
Toll Free: (877) 956-4418

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**Or Mail to:**

**Hill & Usher Insurance & Surety**  
**Attention: Endorsement Team**  
**3033 North 44<sup>th</sup> Street, Suite 300**  
**Phoenix, AZ 85018-9150**

*Policy Services For:*

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

- RE:     Addition/Change in Location     Question about Invoice/Audit     Change in Mailing Address/Phone #  
       Change in Insurance Contact     Coverage Inquiry     Please Call Me.

**Message:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL** or  **CHANGE in Location:**                      Effective Date of Change: \_\_\_\_\_

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

**Building:** RC Value (\$): \_\_\_\_\_ Year Built: \_\_\_\_\_ Bldg Improvements (Year): \_\_\_\_\_

Construction:     Wood Frame     Masonry     Other \_\_\_\_\_ Fire Sprinklers?  Yes     No

Central Station Burglar Alarm?:     Yes     No                      Total Bldg Square Feet: \_\_\_\_\_

Building is:     Owned by our firm     Leased

Mortgage Co. or Landlord Name: \_\_\_\_\_

Attention: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Contents:** RC Value (\$): \_\_\_\_\_ Computer Value at this Location (\$): \_\_\_\_\_

**It is advisable that special care be taken when evaluating the property limits on your insurance policy.** Building, Business Personal Property, Computers, and other property limits are subject to valuation provisions in your policy. Please contact our office with any questions or concerns about valuation. If you would like a Hill & Usher licensed insurance associate to contact you personally, please indicate by checking the "Please Call Me" box above.