



700 Prospect Ave, 8th Floor
Cleveland, OH 44115

800.437.8830
www.InsuranceBoard.org

Dear Friend,

Thank you for choosing the Insurance Board Program to aid you in the value estimation of your church. We are excited to provide you yet another risk management service that will bring peace of mind that your building(s) is insured to a proper value.

The forms provided will allow us to calculate a value estimate without the need for an on-site visit. We use industry-leading software to do this – Marshall & Swift. Obviously the more complete and precise the information provided, the more accurate your estimate will be. With that in mind, please note the following:

- Photographs and drawings will be of great assistance. Please include photographs of all four side elevations and any drawings showing external measurements of the building(s).
- Please feel free to use additional paper to expand on any notes or remarks
- Complete all the information you can. A separate form should be completed for each building.
- Generic or “best guess” answers are permissible. Add notes to explain if you are not sure.
- If your Insurance Board agent is not able to assist, please do not hesitate to contact the Insurance Board with questions about completing the form. Please call the Underwriting Team at (800) 437-8830 ext. 5.
- Return your request to your Insurance Board agent. Faxed copies are regularly illegible so we do not recommend this option, unless requested.

Insurance Board
Attn: Underwriting Team
700 Prospect Avenue, 8th Floor
Cleveland, OH 44115
underwriting@insuranceboard.org

Again, thank you for choosing the Insurance Board!



INSURANCE BOARD
Partners in Protection

700 Prospect Ave, 8th Floor
Cleveland, OH 44115

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Valuation Request

Contact Information

Church/Participant Name: _____

Mailing Address: _____
(Street Address) (City) (ST) (Zip)

Physical Address: _____
(Street Address) (City) (ST) (Zip)

Church ID Number: _____ Phone Number: _____

Contact Name: _____ Email Address: _____

Notes/Remarks: _____

Completed forms should be returned to the Insurance Board, 5bmei Yg, 7cbg, 1a, 1h
Uj Y UWci h h, g Zcfa Wb VY Xj fVW X hc mci f -bgj fUbW 6cUfX U[Ybh Ug'k Y"



DATA COLLECTION AND INPUT FORM

Circle or enter response in boxed area only.
The required fields are in Yellow.

VALUATION DETAILS

1. POLICY / RECORD

2. EFFECTIVE DATE

3. EXPIRATION / INSPECTION DATE

4. AGENCY OR AGENT

5. INSPECTED BY

6. INSURED/OWNER

7. STREET ADDRESS

8. CITY

9. STATE

10. ZIP CODE or Canadian Postal Code

11. SYSTEM VERSION

Insurance

General

12. VALUE BASIS

New Construction

Reconstruction

BUILDING DETAILS

13. BUILDING NAME

14. STREET ADDRESS

(enter only if different than property address above)

15. CITY

16. STATE

17. ZIP CODE or Canadian Postal Code

18. SEPARATE INSURANCE EXCLUSION COSTS?

Y

N

19. INSURED AMOUNT

20. LAND VALUE

21. CO-INSURANCE REQUIREMENT

%

LOCATION ADJUSTMENTS

22. CLIMATE

1

 Warm

2

 Moderate

3

 Cold

23. HIGH WIND ZONE

1

 Minor Damage

2

 Moderate Damage

3

 Major Damage

24. SEISMIC ZONE

0

 No Damage

1

 Minor Damage

2

 Moderate Distant

3

 Major Damage

4

 Major Near fault

25. COMMENTS

SECTION DETAILS

26. SECTION DESCRIPTION

BUILDING SUPERSTRUCTURE

27. NUMBER OF STORIES

28. GROSS FLOOR AREA

enter the total area of all floors for this section

 square feet or square meters

29. GROSS PERIMETER

enter the total perimeter of all floors for this section

 feet or meters

30. CONSTRUCTION QUALITY

(1.0 economy - 3.0 superior)

31. YEAR BUILT

32. ARCHITECTURAL FEES

% (default = 7%)

33. OVERHEAD AND PROFIT

% (default = 20%)

34. OCCUPANCY CODE*

35. PERCENTAGE+

36. STORY HEIGHT

* See next page for list of codes +Percentage must total 100%

37. OCCUPANCY DESCRIPTION overrides standard description

38. CONSTRUCTION TYPE (entries must total 100%)

% Frame
% Masonry / Joisted Masonry
% Pre-Engineered Metal / Non-Combustible
% Steel Frame / Masonry Non-Combustible
% Protected Steel Frame / Modified Fire Resistive
% Reinforced Concrete Frame / Fire Resistive

BUILDING SUBSTRUCTURE

39. BASEMENT TYPE enter the area in square feet or square meters

Basement, Unfinished
Basement, Finished

39a. BASEMENT FINISH OCCUPANCY CODE See next page for codes

40. BASEMENT CONSTRUCTION TYPE

A Frame
B Masonry / Joisted Masonry
C Pre-Engineered Metal / Non-Combustible
D Steel Frame / Masonry Non-Combustible
E Protected Steel Frame / Modified Fire Resistive
F Reinforced Concrete Frame / Fire Resistive

41. BASEMENT DEPTH OR STORY HEIGHT

feet or meters

42. OTHER SUBSTRUCTURE TYPES square feet or square meters

Crawlspace
Stilts, Wood
Stilts, Concrete/Steel
None (remove slab cost)

EXTERIOR

43. EXTERIOR WALL OPENINGS

% of exterior wall that is doors, windows, or other openings.

44. EXTERIOR WALL FINISH

| | | | | | |
|---|--|-----------------------------|---|--|-----------------------------------|
| A | | % Brick, on masonry | L | | % Native stone, on masonry |
| B | | % Brick, on studs | M | | % Native stone, on studs |
| C | | % Brick, solid | N | | % Siding, metal/other, on girts |
| D | | % Concrete, poured-in-place | O | | % Siding, metal/other, on masonry |
| E | | % Concrete, precast panels | P | | % Siding, metal/other, on studs |
| F | | % Concrete, tilt-up panels | Q | | % Siding, wood, on masonry |
| G | | % Concrete block | R | | % Siding, wood, on studs |
| H | | % EIFS, on masonry | S | | % Stucco, on masonry |
| I | | % EIFS, on studs | T | | % Stucco, on studs |
| J | | % Glass/metal curtain wall | U | | % None |
| K | | % Insulated sandwich panel | | | |

EXTERIOR CONTINUED

45. ROOF MATERIALS

| | | | | | |
|---|--|------------------------------------|---|--|----------------------------|
| A | | % Aluminum | J | | % Single-ply membrane |
| B | | % Asphalt shingles | K | | % Slate |
| C | | % Built-up, smooth | L | | % Steel |
| D | | % Built-up, tar and gravel or rock | M | | % Steel, porcelain coated |
| E | | % Copper | N | | % Tile, clay |
| F | | % Fiberglass, translucent panels | O | | % Tile, concrete |
| G | | % Fiberglass, shingles | P | | % Tin (terne) |
| H | | % Metal sandwich panels | Q | | % Wood, shakes or shingles |
| I | | % Mineral fiber | R | | % None |

46. ROOF PITCH

| | | | | | |
|---|--|--------|---|--|----------|
| A | | % Flat | C | | % Medium |
| B | | % Low | D | | % High |

INTERIOR

47. TOTAL PARTITION WALLS

Length of partitions on all floors

feet or meters

** For partition construction, both structure and finish must be entered

48. PARTITION WALL STRUCTURE

| | | | | | |
|---|--|-----------------------------|---|--|----------------------|
| A | | % Brick | G | | % Glass block |
| B | | % Clay tile | H | | % Glass wall |
| C | | % Concrete, poured-in-place | I | | % Studs, girts, etc. |
| D | | % Concrete block | J | | % Woven wire |
| E | | % Demountable | K | | % None |
| F | | % Folding | | | |

49. PARTITION WALL FINISH

| | | | | | |
|---|--|----------------------------------|---|--|----------------------|
| A | | % Cold storage insulation | I | | % Textured finish |
| B | | % Drywall | J | | % Tile, acoustical |
| C | | % Epoxy | K | | % Tile, ceramic |
| D | | % Paint | L | | % Tile, quarry |
| E | | % Plaster, on lath | M | | % Wallpaper or vinyl |
| F | | % Plaster, sprayed | N | | % Wood paneling |
| G | | % Plywood, hardboard, fiberboard | O | | % None |
| H | | % Sheetmetal | | | |

50. FLOOR FINISH

| | | | | | |
|---|--|------------------------------|---|--|-------------------------|
| A | | % Brick | L | | % Slate |
| B | | % Carpeting | M | | % Synthetic gym floor |
| C | | % Concrete sealer or topping | N | | % Terrazzo |
| D | | % Epoxy | O | | % Tile, asphalt |
| E | | % Gratings | P | | % Tile, rubber |
| F | | % Hardwood | Q | | % Tile, vinyl composite |
| G | | % Hardwood, gym floor | R | | % Tile, ceramic |
| H | | % Linoleum | S | | % Tile, quarry |
| I | | % Marble | T | | % Vinyl sheet |
| J | | % Pedestal | U | | % None |
| K | | % Seamless | | | |

51. CEILING FINISH

| | | | | | |
|---|--|----------------------------------|---|--|----------------------|
| A | | % Cold storage insulation | I | | % Textured finish |
| B | | % Drywall | J | | % Tile, acoustical |
| C | | % Drywall, vinyl covered | K | | % Tile, cork |
| D | | % Paint | L | | % Tile, metal |
| E | | % Plaster on lath | M | | % Wallpaper or vinyl |
| F | | % Plaster, sprayed | N | | % Wood paneling |
| G | | % Plywood, hardboard, fiberboard | O | | % None |
| H | | % Suspended acoustical | | | |

MECHANICALS

52. HEATING SYSTEM

| | | |
|---|--|--|
| A | | % Boiler and piping only |
| B | | % Electric baseboard or wall unit |
| C | | % Forced warm air |
| D | | % Gas, oil, or electric suspended unit heaters |
| E | | % Heat pump |
| F | | % Rooftop unit |
| G | | % Steam or hot water with radiators |
| H | | % Steam or hot water with unit heaters |
| I | | % Thru-wall units |
| J | | % Ventilation only |
| K | | % None |

53. COOLING SYSTEM

| | | | | | |
|---|--|----------------------------------|---|--|--------------------------|
| A | | % Chilled water w/air handlers | F | | % Rooftop unit |
| B | | % Chilled water w/fan coil units | G | | % Thru-wall units |
| C | | % Evaporative coolers | H | | % Unit AC - air cooled |
| D | | % Forced cool air | I | | % Unit AC - water cooled |
| E | | % Heat pump | J | | % None |

54. FIRE PROTECTION SYSTEMS

(Enter Y or the % of gross floor area served)

Sprinkler system

Fire alarm system

Automatic Fire Detection

55. PLUMBING - NUMBER OF FIXTURES

56. ELECTRICAL QUALITY

| | | | | | |
|---|--|-----------|---|--|--------|
| A | | % High | C | | % Low |
| B | | % Average | D | | % None |

57. ELEVATORS

(Enter Y or the number, if known)

Passenger

Freight

USER ADJUSTMENTS

DEPRECIATION

To calculate depreciation, you must complete items 58 and 59, or 60

58. BUILDING CONDITION

1

Excellent

2

Good

3

Average

4

Poor

5

Very Poor

59. EFFECTIVE AGE

years

60. DEPRECIATION PERCENT

% (overrides system depreciation based on age and condition)

61. HILLSIDE CONSTRUCTION

PERCENTAGE INCREASE

overrides increase based on the conditions below

DEGREE OF SLOPE

1

Level

2

15°

3

30°

4

45°

SITE POSITION

1

Unknown

2

Down Hill

3

Uphill

SITE ACCESSIBILITY

1

Excellent

2

Good

3

Fair

4

Poor

SOIL CONDITION

1

Excellent

2

Good

3

Fair

4

Poor

62. USER ADJUSTMENT FACTORS

| Description | Factor |
|-------------|--------|
| | |
| | |
| | |

ADDITIONS

63. MISCELLANEOUS ADDITIONAL FEATURES

Additions can be added to the overall valuation, or to specific sections
S = Section V = Valuation

| S/V | Description | Cost |
|-----|-------------|------|
| | | |
| | | |
| | | |

64. EQUIPMENT

| S/V | Description | Depreciation % |
|-----|-------------|----------------|
| | | |
| | | |
| | | |
| | | |

65. BUILDING ITEMS & SITE IMPROVEMENTS

| S/V | Description | Depreciation % |
|-----|-------------|----------------|
| | | |
| | | |
| | | |

Question No. 34 Occupancy Codes:

Religion:

- 6100 - Church, Basic
- 6105 - Church, Average
- 6110 - Church, Elaborate
- 6115 - Church, Traditional
- 6120 - Church, Contemporary
- 6125 - Church, Contemporary, High
- 6130 - Church, Contemporary, Mansard
- 6135 - Church, Modern A-Frame
- 6140 - Church, Auditorium Type
- 6142 - Church, Narthex
- 6145 - Church with Sunday School
- 6148 - Church, Tower
- 6150 - Church Camp Dorms
- 6152 - Church Camp Cabins
- 6155 - Educational Wing

Offices:

- 2100 - Office, Low Rise (1 to 4 Stories)
- 2121 - Office, Low Rise, Shell
- 2122 - Office, Low Rise, Interior Space
- 2124 - Office, Low Rise, Older
- 2200 - Office, Mid Rise (5 to 12 Stories)
- 2300 - Office, High Rise (12 or More Stories)

Daycare:

- 6540 – Day Care Center

Other Codes

- 1000 - Additional Equipment Only
- 1100 - Apartment, Low Rise (1 to 4 Stories)
- 1110 - Apartment, Low Rise, Older
- 1200 - Apartment, High Rise (Over 4 Stories)
- 1221 - Apartment, High Rise, Shell
- 1222 - Apartment, High Rise, Interior Space
- 1225 - Luxury Apartment, High Rise
- 1230 - Apartment, 2-4 Units
- 1250 - House, Single Family
- 1300 - Condominium
- 1331 - Condominium, Shell
- 1332 - Condominium, Interior Space
- 1335 - Condominium, without Interior Finishes
- 1340 - Deluxe Condominium
- 1350 - Row House
- 1353 - Row House without Interior Finishes
- 1440 - Dormitory
- 1445 - Fraternity House
- 1450 - Convent or Rectory
- 1455 - Mansion
- 1460 - Bed and Breakfast
- 1500 - Hotel, Full Service
- 1550 - Hotel, Limited Service
- 1560 - Hotel, Older
- 1570 - Lodge
- 1600 - Motel
- 1610 - Motel, Double Row
- 1620 - Motel, Single Row
- 1630 - Motel, Extended Stay
- 1640 - Rooming House
- 1645 - Office - Apartment (Motel)

Question 39a. Basement Finish Occupancy Codes

- 1001 – Basement, Unfinished
- 1002 – Basement, Partially Finished
- 1003 – Basement, Finished
- 1004 – Basement, Underground Parking
- 1005 – Parking on First Level

Stained Glass & Pipe Organ Worksheet

Level of Detail



1



2



3



4

| Stained Glass Size (Feet) | | Quantity | Level of Detail (1-4) Or Type of Glass (Refer to Next Page) | Appraised/Estimated Value (\$) |
|--------------------------------------|-----------------------------|----------|---|--------------------------------|
| Square / Rectangle (Measurements) | Circle / Oval (Diameter) | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| Pipe Organ Description | Age | # of Ranks (Refer to Last Page) |
|------------------------|-----|------------------------------------|
| | | |
| | | |

7ca d'YH'X'Zcfa gž]bW' X]b['d\chc[fUd\g g\ci 'X'VY'fYh' fbYX'hc'nci f'bgj fUbW'6cUfX'U[Ybh' 5brnei Ygh]cbg'nci 'a][\h\Uj Y' UVci h\h\g'Zcfa 'Wlb'VY'X]fYVW'X'hc'nci f'bgj fUbW'6cUfX'U[Ybhž Ug'k Y'''

Replacement Cost of Stained Glass Windows Guide *(Per Sq. Ft.)*

| | | | Basic | Average | Elaborate |
|-----|---|---|-----------|---------|-----------|
| 444 | Art Glass Type - Plain Leaded | Clear or lightly tinted glass. Per sq. ft. of enclosing rectangle regardless of window shape. | \$ 115 | \$ 200 | \$ 460 |
| 445 | Art Glass Type - Opaque or Opalescent | Translucent, milky streaked glass in pastel shades. Per sq. ft. of enclosing rectangle regardless of window shape. | \$ 300 | \$ 350 | \$ 525 |
| 446 | Art Glass Type – Cathedral | Colored sheet glass, may be transparent or have design rolled on surface, e.g., ripple, raised cross, crosshatching. Per sq. ft. of enclosing rectangle regardless of window shape. | \$ 300 | \$ 390 | \$ 600 |
| 447 | Art Glass Type - Antique | Colored, blown glass, impurities, bubbles, irregularities, and uneven thickness deflect light and add to brilliance. Per sq. ft. of enclosing rectangle regardless of window shape. | \$ 300 | \$ 600 | **** |
| 448 | Art Glass Type – Tiffany | Overlaid or laminated opalescent glass, wide variations in thickness. Windows of this type are considered fine art and should be appraised on an individual basis. This type of window should be appraised. | Appraisal | | |
| 449 | Art Glass Type - Faceted or Slab | Thick pieces of glass chipped or faceted on one side, set in concrete or epoxy. Per sq. ft. of enclosing rectangle regardless of window shape. | \$ 300 | \$ 350 | \$ 450 |
| 450 | Art Glass Type - Etched Glass | Glass that has been treated with an acid etching process giving crystalline textures to single colored glass. Per sq. ft. of enclosing rectangle regardless of window shape. | \$ 300 | \$ 350 | \$ 470 |
| 451 | Traditional Rose Window | Leaded stained and enameled antique glass. Elaborate art work. Detailed border and symbols. (Many rose windows also contain tracery.) Cost per sq. ft. | \$ 1,000 | **** | **** |
| 452 | Gothic Window - Plain Leaded Stained & Enameled | Background of plain leaded stained and enameled glass in simple geometric design. Life-size figure in cathedral glass. Cost per sq. ft. | \$ 575 | **** | **** |
| 453 | Gothic Window - Plain Leaded | Plain leaded stained glass. Simple geometric design. Cost per sq. ft. | \$ 345 | **** | **** |
| 454 | Sculptured Gold Window | Flown gold leaf on sculptured metal motif. Superimposed on stained glass set in lead. Cost per sq. ft. | \$ 1,400 | **** | **** |
| 455 | Contemporary Window – Faceted | Faceted stained slab glass, set in concrete. Cost per sq. ft. | \$ 500 | **** | **** |
| 456 | Contemporary Window - Etched Glass | Etched glass. Cost per sq. ft. | \$ 520 | **** | **** |
| 457 | Contemporary Window - Antique Glass | Stained imported antique glass. Detailed art work in abstract design. Cost per sq. ft. | \$ 595 | **** | **** |
| 458 | Arched Window | Leaded stained and enameled antique glass. Figures, symbols, and border. Cost per sq. ft. | \$ 1,100 | **** | **** |

Pipe Organs

Rank

A rank is a row of pipes all of which make the same sound, but at different pitches. For example, all the pipes for a Spire Flute (one kind of flute sound) will be in the same row. Organs are often described by the number of ranks they have. A 60 rank instrument is a fairly large size while an 18 rank instrument is small. With pricing approximately at \$26,000 per rank the 18 rank organ is \$468,000 while the 60 rank organ is \$1,560,000.

