

Municipal Property Checklist

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Municipal Property Checklist		Yes	No	Don't Know
1	Is the Enumeration Schedule (list of property being insured) reviewed at least annually to verify that all city property requiring coverage is listed?			
2	Are values for each structure or item insured, adequate in the event of damage to the structure?			
3	Have contents values been considered in the structure being covered?			
4	If a city structure was constructed, purchased, or donated during the policy year, was the Enumeration Schedule updated?			
5	If a city structure has been renovated, has the insured value been updated on the Enumeration Schedule?			
6	Has the contents value changed in a specific location, including items purchased or disposed of? If so, has the value on the Enumeration Schedule been updated to reflect the change?			
7	Are there duplicate entries for individual property locations on the Enumeration Schedule?			
8	Are correct street addresses used to identify property being insured on the Enumeration Schedule?			
9	Have parks and their associated equipment, fences, and light systems been considered for insurance coverage?			
10	Has a property valuation survey been performed within the past five (5) years to determine current property values?			
11	Has the Fire Class Code changed for the city and been reported to the Municipal Property program?			
12	Has the Municipal Property Program brochure been reviewed at least annually? The brochure is available at www.arml.org or on request.			