## *Property Section - ACORD 140 (2016/03)*

To create this form, you may begin at the policy or package level. This form is a section and should be attached to the ACORD125 when submitted. This form utilizes the field structure provided by ACORD. Since each policy is unique and each company utilizes its own understanding as to how to best download their information, a careful review by the user is always recommended.

A typical CPKGE policy with a BOPPR package might be structured similarly to this:
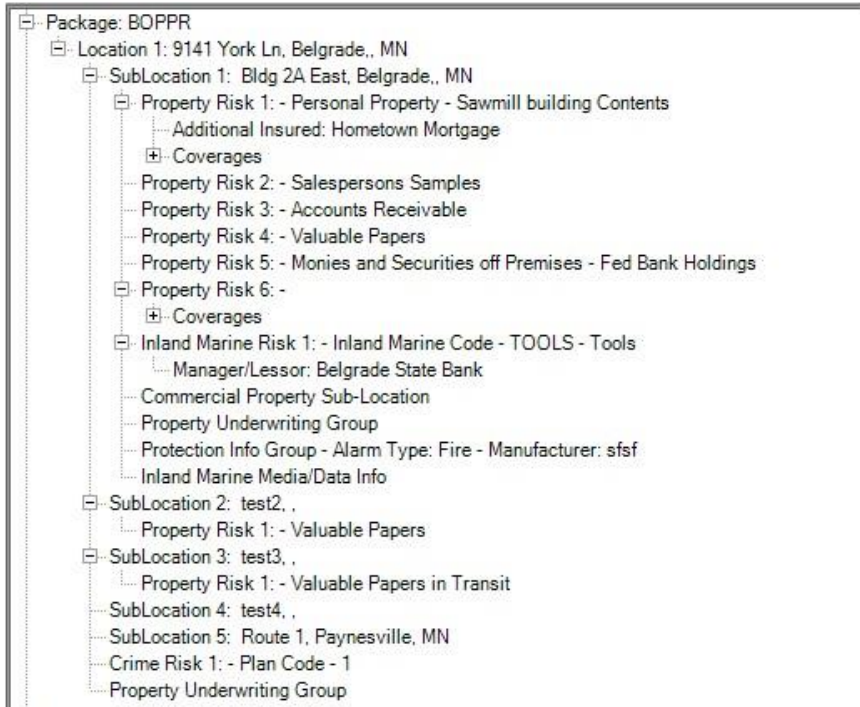
Basic Applicant and Basic Policy Information – This information is from the customer's information and policy details.

AGENCY NAME		CARRIER	NAIC CODE
North American Agency		Hanover	41602
POLICY NUMBER CNP2321628-22	EFFECTIVE DATE 03/01/2010	NAMED INSURED(S) Big's Time Business, Inc.	
	PREMISES #: 1	STREET ADDRESS: 9141 York Ln Belgrade, MN 56312	

Premises Information – As illustrated below, when typically downloaded, a policy location designates a general place of business and specific building or buildings should be included as a sub-location. The addresses from these records are placed on the first lines in street address and building description.

	PREMISES #: 1	STREET ADDRESS: 9141 York Ln Belgrade, MN 56312							
PREMISES INFORMATION	BUILDING #: 1	BLDG DESCRIPTION: Bldg 2A East Belgrade, MN 56312							
SUBJECT OF INSURANCE	AMOUNT	COINS %	VALU-ATION	CAUSES OF LOSS	INFLATION GUARD %	DED	BLKT #	FORMS AND CONDITIONS TO APPLY	
PP - Personal Property - Sawmill building Contents	5,000	1	R	SPC	0	500			
SLSMP - Salespersons Samples	2,500								
ACCTS - Accounts Receivable	5,000								
PAPER - Valuable Papers	5,000								
MNSOF - Monies and Securities off Premises - Fed Bank Holdings	2,000								
ADDITIONAL INFORMATION	BUSINESS INCOME / EXTRA EXPENSE - Attach ACORD 810			VALUE REPORTING INFORMATION - Attach ACORD 811					

Subject of Insurance and details (Commercial Property Risks) –Illustrated above. For each property risk attached to sub-location a line is included under **Subject of Insurance**. If there are more than 5 risk records on a sub-location the detail is placed in the memo section just below the premises section.

The **Subject, Amount**, **Valuation,** and **Blanket #** columns are filled with the description or code from the risk's "subject of insurance", "insurance amount", "valuation type", and "blanket number" drop downs.

The **Causes of Loss** column is filled if a coverage code is attached to the property risk. In this example the coverage code "SPC" was sent. When opening the coverage detail, if a value is included in the coverage code's "Percent of Co-insurance" under the Additional Tab, the **Coins %** column is filled. If the coverage code's "Numeric Value 1" under the Additional Tab contains a value the **Inflation Guard %** column is filled. If the coverage code's "Deductible" under the Deductible Tab contains a value the **Ded** column is filled.

At this time the **Forms and Conditions to Apply** and the **Additional Information** checkboxes do not fill.

In addition, if there is underwriting from the **Commercial Property Sub-Location Group** it will fill: Construction Type, Hydrant Distance, Fire Station Distance, Fire District, Prot CL, and Bldg Code Grade.

Property Underwriting is available by clicking the "Underwriting Info" button at the bottom of the screen when in the sub-location. It will fill: Building Improvements, # Stories, # Basements, Yr Built, Total Area, Roof Type, and the building exposures.

Property Protection Underwriting is available by clicking the "Underwriting Info" button at the bottom of the screen when in the sub-location. It will fill this information: Burglar Alarm Type, Certificate #, Expiration Date, Burglar Alarm Installed and Serviced by, Extent, Grad, # Guards/Watchmen, Watchman check boxes, Premises Fire Protection, Fire Alarm Manufacturer, and additional check boxes.

Additional Interests – Currently the first additional interest attached to a property risk is filled onto the form then all associated additional interests are included on the associated ACORD 45. NASA is looking at other optional ways to handle additional interests that are attached at a sub-location or a location level. It should be noted that if an ACORD 125 is created then all associated additional interests are included on that form or the associated ACORD 45.

ADDITIONAL INTEREST		ACORD 45 attached for additional names				
INTEREST		NAME AND ADDRESS RANK:	EVIDENCE:	CERTIFICATE		**INTEREST IN ITEM NUMBER**
☐	LOSS PAYEE	Hometown Mortgage				LOCATION: 1 | BUILDING: 1
☐	MORTGAGEE	PO Box 345				ITEM CLASS: | ITEM:
☒	Additional Insured	Main Street Twin Cities, MN 55391				ITEM DESCRIPTION
		REFERENCE / LOAN #:				

If there are more than 2 premises/buildings then additional ACORD 140's are created.
11/02/2012 - Filling in this form includes these ACORD standards:

5BPI – Basic policy information
5AOI/9AOI – Additional/Other Interest Group
5LAG – Location Address Group
5SLC – Sub-location Group
6SOI – Commercial Property Subject of Insurance Group is the primary unit at risk group for Commercial Property.
6PTI – Protection Information Group contains information about the burglar or fire alarm systems installed in the building.
6CPN – Commercial Property Underwriting Group contains information required to underwrite the risk.
6PSL – Commercial Property Sub-Location Underwriting Group contains information required to underwrite the risk.
5CVG – Coverage information