



Office of
PROPERTY RISK

PROPERTY CHANGE REQUEST FORM

Entity Number: _____

Entity Name: _____

Name of Requester: _____

Email of Requester: _____

____ Add ____ Delete ____ Update (to existing property)

Building Name: _____

Address: _____

City: _____ Zip: _____

County: _____ Asset ID# (currently scheduled property only): _____

Year Constructed: _____ Age of Roof: _____

Description (ex: Purchased / Acquired / Demolished / Sold / Property in the Open): _____
