

Adding a Building

What Use this procedure to add a building to a policy in PolicyCenter®.

Who Commercial Lines agents

Before you begin A location is defined as:

- Each separately rated, non-communicating building or structure.
- A physical premise (that may or may not have buildings or other structures) that is referenced on one or more policies and could be relevant to an account.

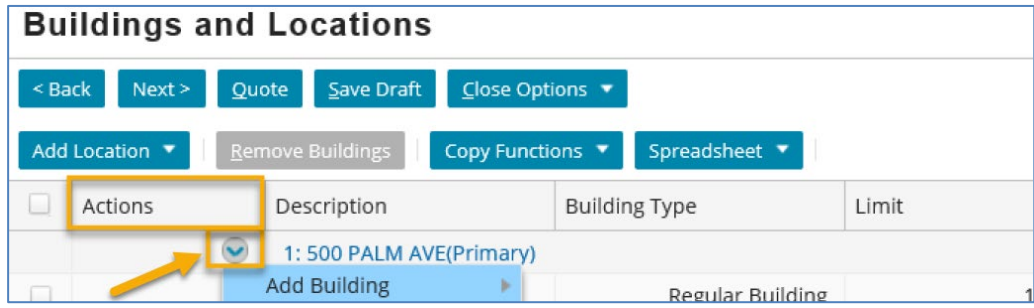
The **location** is the address of the insured's property, and the **building** is the structure at that location. Every location must have at least one building to be insured.

Adding a building

The location information must be entered before the building information. By default, the account address displays as the property location address. If the location to be insured is not the same as the account address, then replace the property address.

Note: Review the [Replacing a Property Location](#) job aid for additional information.

Once the location(s) has been added or replaced, follow these steps to add a building:

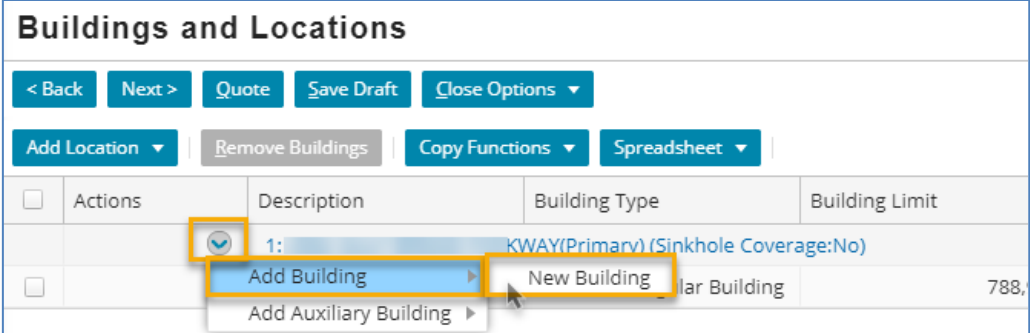
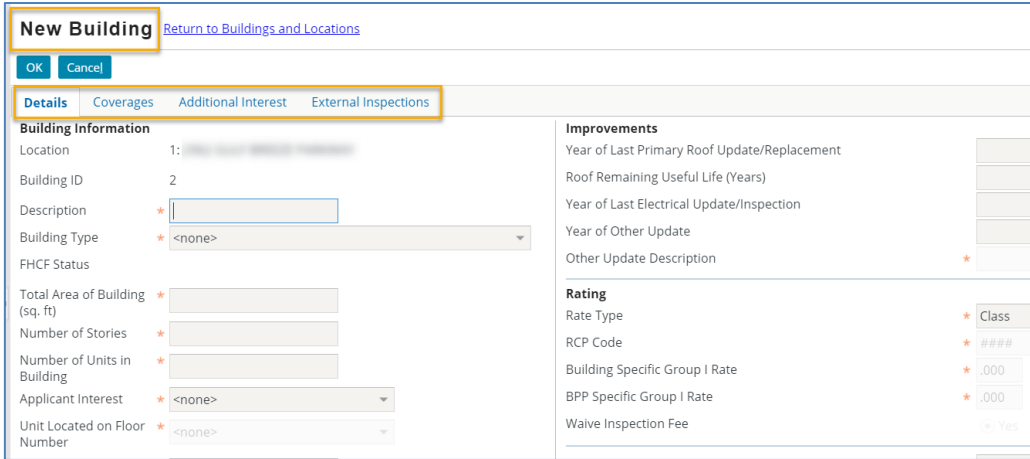
Step	Action
1	<p>From the <i>Buildings and Locations</i> screen, select the down arrow under <i>Actions</i> next to the location description:</p> 

Continued on next page



Adding a Building, Continued

Adding a building, continued

Step	Action															
2	<p>Select Add Building > New Building:</p>  <p>Buildings and Locations</p> <p>< Back Next > Quote Save Draft Close Options ▾</p> <p>Add Location ▾ Remove Buildings Copy Functions ▾ Spreadsheet ▾</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Actions</th> <th>Description</th> <th>Building Type</th> <th>Building Limit</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td> <div style="border: 1px solid black; padding: 2px;"> ▾ </div> </td> <td>1: [redacted] KWAY(Primary) (Sinkhole Coverage:No)</td> <td>Commercial Building</td> <td>788,000</td> </tr> <tr> <td><input type="checkbox"/></td> <td> <div style="border: 1px solid black; padding: 2px;"> ▾ </div> </td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	<input type="checkbox"/>	Actions	Description	Building Type	Building Limit	<input type="checkbox"/>	<div style="border: 1px solid black; padding: 2px;"> ▾ </div>	1: [redacted] KWAY(Primary) (Sinkhole Coverage:No)	Commercial Building	788,000	<input type="checkbox"/>	<div style="border: 1px solid black; padding: 2px;"> ▾ </div>			
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	<p>Results: The <i>New Building</i> screen will display, which has multiple tabs that allow you to add detailed building information:</p>  <p>New Building Return to Buildings and Locations</p> <p>OK Cancel</p> <p>Details Coverages Additional Interest External Inspections</p> <p>Building Information</p> <p>Location 1: [redacted]</p> <p>Building ID 2</p> <p>Description * [text input]</p> <p>Building Type * <none></p> <p>FHCF Status</p> <p>Total Area of Building (sq. ft) * [text input]</p> <p>Number of Stories * [text input]</p> <p>Number of Units in Building * [text input]</p> <p>Applicant Interest * <none></p> <p>Unit Located on Floor Number * <none></p> <p>Improvements</p> <p>Year of Last Primary Roof Update/Replacement [text input]</p> <p>Roof Remaining Useful Life (Years) [text input]</p> <p>Year of Last Electrical Update/Inspection [text input]</p> <p>Year of Other Update [text input]</p> <p>Other Update Description *</p> <p>Rating</p> <p>Rate Type * Class</p> <p>RCP Code * ####</p> <p>Building Specific Group I Rate * .000</p> <p>BPP Specific Group I Rate * .000</p> <p>Waive Inspection Fee [checkbox] Yes</p>															
	<p>Note: Review pages 21-31 of the CL New Business Submission Guide for additional information about completing these tabs.</p>															

End of document

