|  |  |  |  |
| --- | --- | --- | --- |
| Your Agency:  |       | Lease Number: |       |
| Check One: [ ] New Lease [ ] Renewal Lease [ ] Other - Describe:  |       |
| Agency Contact Name: |       | Contact Phone: |       |
| Contact E-mail: |       | Contact Fax:  |       |
| Exact Street Address of leased premise [[1]](#footnote-1):  |       | Town:  |       | Zip Code |       |

Check the type of construction that best describes the building:

|  |  |
| --- | --- |
| [ ]  (1) Combustible (typically wooden buildings) | [ ]  (2) Masonry structures with combustible frames or interiors |
| [ ]  (3) Metal structures (all metal roof, frame and walls) | [ ]  (4) Masonry structures with masonry or metal framing |
| [ ]  (5) Buildings with a 1-to-2-hour fire resistive rating | [ ]  (6) Buildings with a 2 or more-hour fire resistive rating |

Total area your agency occupies with this lease:       sq. feet

Leased space occupancy type(s) - check as many as are applicable for this building:

[ ] Auditorium (18); [ ] Classroom (2); [ ] Day Care (33); [ ] Dormitory (10); [ ] Gym (12); [ ] Laboratory (5);

[ ] Maintenance Shop (6); [ ] Office (1); [ ] Retail (29); [ ] Staff Residence (11); [ ] Storage (3); [ ]  Vacant (4)

[ ] Other - Describe:

Leased Space is: [ ] Sprinklered [ ] Not sprinklered at all

Building has a central station smoke detection system: [ ] Yes [ ] No

Building has a central station security system: [ ] Yes [ ] No

Building has an employee key card system: [ ] Yes [ ] No

**Replacement cost insurance desired: Contents $       Effective Date:**

**Questions? Call 287-3351**

**Either fax this form to 287-4008 or mail to:**

 **State of Maine, Risk Management Division, 85 State House Station, Augusta, ME 04333-0085**

1. Post office boxes and rural route numbers are unacceptable. The 911 address is required. [↑](#footnote-ref-1)