

**Maine Municipal Association  
Property & Casualty Pool**



***Tax-Acquired Property Information***

*(Please refer to the back of this form for important information before completing)*

<b>Member:</b>		<b>Department/Organization:</b>	
<b>Contact:</b>			
<b>Effective Date:</b>		<b>Date of Request:</b>	

Use / Occupancy:		911 Address:	
Has the lien matured? <i>If tax lien has not matured, we CANNOT add any coverage for the building; the property does not belong to the town until the lien has matured.</i>		Yes	No
If yes, please provide the date the Tax Lien matured.			
Is the building vacant or occupied?		Vacant	Occupied
If vacant, is it secured from entry?		Yes	No
Please describe the measures you have taken to secure the property ( i.e., fencing, boarding windows, changing locks)			
How often will the property be checked on and by whom?			
Is there existing damage?		Yes	No
If yes, please identify.			
What are the future plans for this location? Please provide a timeline.			
If a <b>commercial or non-dwelling</b> building, please provide the square footage for vacant or leased area.			
Vacant Square Footage:		Leased Square Footage:	# Apartments:
Is there a repurchase agreement in place?		Yes	No
If yes, who is responsible for the insurance on the property?			
If the owner is responsible, is the town listed as the mortgage holder on the homeowner's policy? <i>(If yes, we cannot add property coverage)</i>		Yes	No

<b>Are you requesting General Liability coverage only?</b> <i>(If yes, you do not need to complete the Property Section below)</i>	<b>Yes</b>	<b>No</b>
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**Property Section:**

Construction Type:		Building Value (ACV):	\$
Square Footage:		Contents Value (ACV):	\$
Year Built:		# of stories:	#
Sprinklered:	Yes	No	If yes, is the system going to be maintained?
		Yes	No
Is the power/ heat shut off?		Yes	No
		N/A	
If yes, have the pipes been drained?		Yes	No
Is the property located in a flood zone?		Yes	No
If yes, please provide the zone (ex-A, AO, AE, AH, A1-30, A99, AR, V, VE or V1-30)			
Are there any other structures on the property? If yes, please describe on a separate sheet.		Yes	No

## **IMPORTANT - Tax-Acquired Property Information**

General Liability coverage is automatic, however, special underwriting considerations (deductibles, coverage limitations, exclusions) will be given to operations that present a possible catastrophic exposure to the MMA Property and Casualty Pool.

It is important to understand the date the lien matures the municipality has an insurance exposure because the municipality now legally owns the property. 14 MRSA 8104-A (2) (B) states that a municipality is immune from liability for damages arising out of the ownership, maintenance or use of any building acquired for nonpayment of taxes for a period of 60 days after the former owner or his lessee or licensee has given up possession.

If a municipality decides to enter into a repurchase agreement with the former owner, we recommend the agreement include a requirement that the former owner have liability insurance that names the municipality as additional insured, lienholder and/or mortgagee.

Property Coverage is not automatic. The form must be completed and submitted for underwriting review.

Property (building and/or contents) coverage will be added on an Actual Cash Value basis. Language regarding Actual Cash Value may be found in Section I-Common Definitions, item H of the MMA Property & Casualty (P&C) Pool coverage document. "Actual Cash Value" means the cost to repair or replace an item of property at the time of the loss or damage to the item less depreciation.

The following property limitations also apply if the building is vacant:

Under the Property section of MMA's P&C Coverage Document, loss or damage is limited for buildings that have been vacant for more than ninety (90) days. If the loss or damage is caused by vandalism, sprinkler leakage (unless you have protected the system against freezing), glass breakage, water damage, theft or attempted theft there is no coverage so it is important that the building is checked regularly. The specific language regarding property coverage and limitations for vacant buildings may be found in Section II-Conditions, item F.

A building is vacant when either (1) it does not contain enough personal property or business personal property to conduct customary operations, or (2) customary operations are not conducted in it. Buildings under construction or renovation are not considered vacant.

If you are looking for information on the tax lien process, resources may be found on our website at [www.memun.org](http://www.memun.org).

Please refer to the MMA P&C Pool coverage document for further details or contact the Underwriting Department at 1-800-590-5583.