

Section Name	Field Name	Field and/or Section Description
TITLE ACORD 106 (2010/04)	Vacant Building Supplement	The title of the form. ACORD 106, Vacant Building Supplement, is used as a supplement to the following forms, when insurance is desired for vacant structures. This form is used in conjunction with: * ACORD 126, Commercial General Liability Section * ACORD 140, Property Section * ACORD 89, Residential Section
IDENTIFICATION SECTION	Agency Customer ID	Enter identifier: The customer's identification number assigned by the producer (e.g. agency or brokerage).
IDENTIFICATION SECTION	Date	Enter date: The month/day/year on which the form is completed. (MM/DD/YYYY)
IDENTIFICATION SECTION	Agency Name	Enter text: The full name of the producer/agency.
IDENTIFICATION SECTION	Carrier	Enter identifier: The identifier assigned by the insurer to the policy, or submission, being referenced exactly as it appears on the policy, including prefix and suffix symbols. If required for self-insurance, the self-insured license or contract number.
IDENTIFICATION SECTION	NAIC Code	Enter date: The effective date of the policy. The date that the terms and conditions of the policy commence.
IDENTIFICATION SECTION	Policy Number	Enter text: The insurer's full legal company name(s) as found in the file copy of the policy. Use the actual name of the company within the group to which the policy has been issued. This is not the insurer's group name or trade name.
IDENTIFICATION SECTION	Effective Date	Enter code: The identification code assigned to the insurer by the NAIC.
IDENTIFICATION SECTION	Named Insured / Applicant	Enter text: The named insured(s) as it/they will appear on the policy declarations page.
VACANT BUILDING	Location #	Enter number: The producer assigned number of the location.
VACANT BUILDING	Building #	Enter number: The building number for the premises. Used when more than one building exists at an individual location.
VACANT BUILDING	Vacancy Date	Enter date: The date the building(s) became vacant/unoccupied.
VACANT BUILDING	Number of Stories	Enter number: The number of stories for this building not including any basement.
VACANT BUILDING	List Vacant Stories	Enter Text: The vacant stories in the structure.
VACANT BUILDING	Entire Building is Vacant	Check the box (if applicable): Indicates the entire structure is vacant.
VACANT BUILDING	Vacant Area (Sq Ft.)	Enter number: The area, in square feet, that is vacant.
VACANT BUILDING	Percent of Building Vacant	Enter percentage: The percentage of the structure that is vacant or unoccupied.
VACANT BUILDING	Area Occupied by Others (Sq Ft)	Enter number: The area, in square feet, of the building the named insured occupies.
VACANT BUILDING	Description of areas occupied or leased to others	Enter text: The description of the buildings occupancy.

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VACANT BUILDING	Neighborhood: Commercial	Check the box (if applicable): Indicates the neighborhood is commercial.
VACANT BUILDING	Neighborhood: Industrial	Check the box (if applicable): Indicates the neighborhood is industrial.
VACANT BUILDING	Neighborhood: Residential	Check the box (if applicable): Indicates the neighborhood is residential.
VACANT BUILDING	Neighborhood: Other	Check the box (if applicable): Indicates the neighborhood is other than those listed.
VACANT BUILDING	Neighborhood: Other (Description)	Enter Text: The description of the neighborhood.
VACANT BUILDING	Operational Building Security: Local Alarm	Check the box (if applicable): Indicates the operational building security is a local alarm.
VACANT BUILDING	Operational Building Security: Central Station Alarm	Check the box (if applicable): Indicates the operational building security is a central station alarm.
VACANT BUILDING	Operational Building Security: Boarded	Check the box (if applicable): Indicates the operational building security is a boarded structure.
VACANT BUILDING	Operational Building Security: Fenced	Check the box (if applicable): Indicates the operational building security is a fenced structure.
VACANT BUILDING	Operational Building Security: Locked	Check the box (if applicable): Indicates the operational building security is a locked structure.
VACANT BUILDING	Operational Building Security: 24 Hour Security	Check the box (if applicable): Indicates the operational building security is 24 hour security.
VACANT BUILDING	Operational Building Security: Other	Check the box (if applicable): Indicates the building security is other than those listed.
VACANT BUILDING	Operational Building Security: Other (Description)	Enter Text: The description of the building security.
VACANT BUILDING	Working Utilities: Gas	Check the box (if applicable): Indicates the working utilities includes gas.
VACANT BUILDING	Working Utilities: Electric	Check the box (if applicable): Indicates the working utilities includes electric.
VACANT BUILDING	Working Utilities: Water	Check the box (if applicable): Indicates the working utilities includes water.
VACANT BUILDING	Working Utilities: Other 1	Check the box (if applicable): Indicates the working utilities is other than those listed.
VACANT BUILDING	Working Utilities: Other 1 (Description)	Enter Text: The description of the working utility.
VACANT BUILDING	Working Utilities: Other 2	Check the box (if applicable): Indicates the working utilities is other than those listed.
VACANT BUILDING	Working Utilities: Other 2 (Description)	Enter Text: The description of the working utility.
VACANT BUILDING	Building Seen Frequency: Daily	Check the box (if applicable): Indicates the building is seen daily.
VACANT BUILDING	Building Seen Frequency: Weekly	Check the box (if applicable): Indicates the building is seen weekly.

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VACANT BUILDING	Building Seen Frequency: Monthly	Check the box (if applicable): Indicates the building is seen monthly.
VACANT BUILDING	Building Seen Frequency: Annually	Check the box (if applicable): Indicates the building is seen annually.
VACANT BUILDING	Building Seen Frequency: Other	Check the box (if applicable): Indicates the building seen frequency is other than those listed.
VACANT BUILDING	Building Seen Frequency: Other (Description)	Enter Text: The description of the building seen frequency.
VACANT BUILDING	Visited By: Building Owner	Check the box (if applicable): Indicates the building is visited by the building owner.
VACANT BUILDING	Visited BY: Property Manager	Check the box (if applicable): Indicates the building is visited by the property manager.
VACANT BUILDING	Visited by: Caretaker	Check the box (if applicable): Indicates the building is visited by the caretaker.
VACANT BUILDING	Visited By: Security	Check the box (if applicable): Indicates the building is visited by the security.
VACANT BUILDING	Visited By: Realtor	Check the box (if applicable): Indicates the building is visited by the realtor.
VACANT BUILDING	Visited By: Other	Check the box (if applicable): Indicates the building is visited by other than those listed.
VACANT BUILDING	Visited By: Other (Description)	Enter text: The description of the party visiting the building.
VACANT BUILDING	Last visited date	Enter Date: The date the building was last visited.
VACANT BUILDING	Reason Vacant: For Sale / Lease	Check the box (if applicable): Indicates the building is vacant because it is for sale/lease.
VACANT BUILDING	Reason Vacant: Under Renovation	Check the box (if applicable): Indicates the building is vacant because it is under renovation.
VACANT BUILDING	Reason Vacant: Estate Settlement	Check the box (if applicable): Indicates the building is vacant because of an estate settlement
VACANT BUILDING	Reason Vacant: Building Damaged	Check the box (if applicable): Indicates the building is vacant because it is damaged.
VACANT BUILDING	Reason Vacant: Foreclosure	Check the box (if applicable): Indicates the building is vacant because of foreclosure.
VACANT BUILDING	Reason Vacant: Other	Check the box (if applicable): Indicates the reason the building is vacant is other than those listed.
VACANT BUILDING	Reason Vacant: Other (Description)	Enter text: The reasons for the vacancy or unoccupancy, such as seasonal rental property or building renovation.
VACANT BUILDING	Describe Prior Occupancy	Enter Text: A description of the prior occupancy(ies) of the building.
VACANT BUILDING	Has the building been condemned?	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Has the building been condemned?".
VACANT BUILDING	Building condemned explanation	Enter Text: The reason the building was condemned.

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VACANT BUILDING	If the building is sprinklered, is the sprinkler system turned off?	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "If the building is sprinklered, is the sprinkler system turned off?".
VACANT BUILDING	Is the building to be demolished or remodeled?	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Is the building to be demolished or remodeled?".
VACANT BUILDING	Describe work to be done	Enter Text: A text description of the demolition or remodeling work.
VACANT BUILDING	Is scaffolding owned, rented or erected by the applicant?	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Is scaffolding owned, rented or erected by the applicant?".
VACANT BUILDING	Scaffolding owned, rented explanation	Enter Text: An explanation of owned, rented scaffolding.
VACANT BUILDING		Enter Text: An explanation of how building will be occupied.
VACANT BUILDING	Will applicant occupy the building upon completion?	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Will applicant occupy the building upon completion?".
VACANT BUILDING	Occupy the building upon completion explanation	Enter Text: An explanation of how building will be occupied.
REMARKS	Remarks Text	Enter text: The general remarks associated with this line of business. Use this section to provide any additional information required for underwriting or rating. Attach ACORD 101, Additional Remarks Schedule, is more space is required.
EDITION	Date	The edition identifier of the form including the form number and edition (the date is typically formatted YYYY/MM).