

Section Name	Field Name	Field and/or Section Description
TITLE ACORD 336 (2009/06)	Airport Property Change Request	The title of the form. ACORD 336, Airport Property Change Request, is used to submit requested changes to an airport or hangar on a commercial property policy. This form may stand on its own or be attached to the ACORD 175, Commercial Policy Change Request.
IDENTIFICATION SECTION	Agency Customer ID	Enter identifier: The customer's identification number assigned by the producer (e.g. agency or brokerage).
IDENTIFICATION SECTION	Date (MM/DD/YYYY)	Enter date: The month/day/year on which the form is completed. (MM/DD/YYYY)
IDENTIFICATION SECTION	Agency	Enter text: The full name of the producer/agency.
IDENTIFICATION SECTION	Policy Number	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	Effective Date	Enter date: The effective date of the policy. The date that the terms and conditions of the policy commence.
IDENTIFICATION SECTION	Effective Date of Change	Enter date: The date on which the change should take effect.
IDENTIFICATION SECTION	Effective Time of Change	Enter time: The effective time of the policy change.
IDENTIFICATION SECTION	Effective Time AM	Check the box (if applicable): Indicates the effective time of the policy change is in the morning (AM).
IDENTIFICATION SECTION	Effective Time PM	Check the box (if applicable): Indicates the effective time of the policy change is in the afternoon or evening (PM).
IDENTIFICATION SECTION	Applicant (First Named Insured)	Enter text: The named insured(s) as it/they will appear on the policy declarations page.
IDENTIFICATION SECTION	Carrier	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	NAIC Code	Enter code: The identification code assigned to the insurer by the NAIC.

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AIRPORT AND BUILDING INFORMATION	Loc #	Enter number: The location number for the premises.
AIRPORT AND BUILDING INFORMATION	Type of Change	Enter code: The type of change being requested. Enter either an A-Add, C-Change, D-Delete or I - Informational Only No Change. Various combinations of changes are permitted in one submission. Use "A" to add an item that was not previously in the policy (e.g., add a vehicle, add a coverage). Use "D" to delete an item (e.g., delete a vehicle, delete a driver). Use "C" to change an item in the policy (e.g., change a deductible, change coverage limits). Use "I" to identify a risk or other item that is not being changed but is related to another change on the form. Example: When adding collision coverage to a vehicle, enter "A" in the type of change for Collision. Enter "I" in the type of change for the Vehicle. Enter enough information to identify the vehicle that is having coverage changed (e.g. year, make, model, body, VIN).
AIRPORT AND BUILDING INFORMATION	Bld #	Enter number: The building number for the premises. Used when more than one building exists at an individual location.
AIRPORT AND BUILDING INFORMATION	Type of Change	Enter code: The type of change being requested. Enter either an A-Add, C-Change, D-Delete or I - Informational Only No Change. Various combinations of changes are permitted in one submission. Use "A" to add an item that was not previously in the policy (e.g., add a vehicle, add a coverage). Use "D" to delete an item (e.g., delete a vehicle, delete a driver). Use "C" to change an item in the policy (e.g., change a deductible, change coverage limits). Use "I" to identify a risk or other item that is not being changed but is related to another change on the form. Example: When adding collision coverage to a vehicle, enter "A" in the type of change for Collision. Enter "I" in the type of change for the Vehicle. Enter enough information to identify the vehicle that is having coverage changed (e.g. year, make, model, body, VIN).
AIRPORT AND BUILDING INFORMATION	Airport ID	Enter identifier: The Federal Aviation Administration's designator for the airport (e.g. ORD - O'Hare International Airport).

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AIRPORT AND BUILDING INFORMATION	Airport Name (On Current Policy)	Enter text: The full name of the location.
AIRPORT AND BUILDING INFORMATION	Airport Name (If Changed)	Enter text: The full name of the location. As used here, enter only if the airport's name has changed.
AIRPORT AND BUILDING INFORMATION	Type of Change	Enter code: The type of change being requested. Enter either an A-Add, C-Change, D-Delete or I - Informational Only No Change. Various combinations of changes are permitted in one submission. Use "A" to add an item that was not previously in the policy (e.g., add a vehicle, add a coverage). Use "D" to delete an item (e.g., delete a vehicle, delete a driver). Use "C" to change an item in the policy (e.g., change a deductible, change coverage limits). Use "I" to identify a risk or other item that is not being changed but is related to another change on the form. Example: When adding collision coverage to a vehicle, enter "A" in the type of change for Collision. Enter "I" in the type of change for the Vehicle. Enter enough information to identify the vehicle that is having coverage changed (e.g. year, make, model, body, VIN).
AIRPORT AND BUILDING INFORMATION	Building Description	Enter text: This describes the particular sublocation in a manner sufficient to distinguish it from other sublocations at a given location. An example might be "3 story blue structure on the left of the main building".
AIRPORT AND BUILDING INFORMATION	Is the Airport Fenced?	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Is the airport Fenced?".
AIRPORT AND BUILDING INFORMATION	Is there a fire department on the field?	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Is there a Fire Station on premises?".
AIRPORT AND BUILDING INFORMATION	Is there a control tower?	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Is there an Air Traffic Control Tower?".
AIRPORT AND BUILDING INFORMATION	Type of Change	Enter code: The type of change being requested. Enter either an A-Add, C-Change, D-Delete or I - Informational Only No Change. Various combinations of changes are permitted in one submission. Use "A" to add an item that was not previously in the policy (e.g., add a vehicle, add a coverage). Use "D" to delete an item (e.g., delete a vehicle, delete a driver). Use "C" to change an item in the policy (e.g., change a deductible, change coverage limits). Use "I" to identify a risk or other item that is not being changed but is related to another change on the form. Example: When adding collision coverage to a vehicle, enter "A" in the type of change for Collision. Enter "I" in the type of change for the Vehicle. Enter enough information to identify the vehicle that is having coverage changed (e.g. year, make, model, body, VIN).
AIRPORT AND BUILDING INFORMATION	Describe Repair, Service Work, or Painting in the Hangar.	Enter text: The description of the type of repair or service work completed including painting.

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AIRPORT AND BUILDING INFORMATION	Describe Other Protection.	Enter text: The description of the type of fire protection for the premises (e.g. sprinklers, standpipes, chemical systems).
AIRPORT AND BUILDING INFORMATION	Type of Change	Enter code: The type of change being requested. Enter either an A-Add, C-Change, D-Delete or I - Informational Only No Change. Various combinations of changes are permitted in one submission. Use "A" to add an item that was not previously in the policy (e.g., add a vehicle, add a coverage). Use "D" to delete an item (e.g., delete a vehicle, delete a driver). Use "C" to change an item in the policy (e.g., change a deductible, change coverage limits). Use "I" to identify a risk or other item that is not being changed but is related to another change on the form. Example: When adding collision coverage to a vehicle, enter "A" in the type of change for Collision. Enter "I" in the type of change for the Vehicle. Enter enough information to identify the vehicle that is having coverage changed (e.g. year, make, model, body, VIN).
AIRPORT AND BUILDING INFORMATION	Describe Contents of the Building.	Enter text: The description of the contents of the building being insured.
AIRPORT AND BUILDING INFORMATION	Type of Change	Enter code: The type of change being requested. Enter either an A-Add, C-Change, D-Delete or I - Informational Only No Change. Various combinations of changes are permitted in one submission. Use "A" to add an item that was not previously in the policy (e.g., add a vehicle, add a coverage). Use "D" to delete an item (e.g., delete a vehicle, delete a driver). Use "C" to change an item in the policy (e.g., change a deductible, change coverage limits). Use "I" to identify a risk or other item that is not being changed but is related to another change on the form. Example: When adding collision coverage to a vehicle, enter "A" in the type of change for Collision. Enter "I" in the type of change for the Vehicle. Enter enough information to identify the vehicle that is having coverage changed (e.g. year, make, model, body, VIN).
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AIRPORT AND BUILDING INFORMATION	Airport ID	Enter identifier: The Federal Aviation Administration's designator for the airport (e.g. ORD - O'Hare International Airport).
AIRPORT AND BUILDING INFORMATION	Airport Name (On Current Policy)	Enter text: The full name of the location.
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AIRPORT AND BUILDING INFORMATION	Is there a control tower?	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Is there an Air Traffic Control Tower?".
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AIRPORT AND BUILDING INFORMATION	Is the Airport Fenced?	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Is the airport Fenced?".
AIRPORT AND BUILDING INFORMATION	Is there a fire department on the field?	Enter Y for a "Yes" response. Input N for "No" response. Indicates the response to the question, "Is there a Fire Station on premises?".
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AIRPORT AND BUILDING INFORMATION	Describe Contents of the Building.	Enter text: The description of the contents of the building being insured.
REMARKS		Enter text: The remarks associated with a policy change. Attach ACORD 101, Additional Remarks Schedule, if 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).