

**Property Coverage  
Property Value Adjustment**

Use this form to make an increase or decrease to an existing location/structure listed on the annual statement of property values. Use one form per location/structure. Completed forms should be sent to [risk@uidaho.edu](mailto:risk@uidaho.edu) or fax 885-9490. To add a new location/structure to the annual statement of property values use the COPE form.

<b>Date:</b>		<b>Name of Building:</b>	
<b>Requestor Name:</b>		<b>State Agency Building Number :</b>	
<b>Phone:</b>		<b>Address:</b>	

<b>Increase Current Reported Value By (\$ of increase):</b>			
Structure Value	\$	<b>Reason:</b> (Example: New lab in room 242.)	
Contents	\$	<b>Reason:</b> (Example: copier purchased within last 30 days.)	
Mobile Equipment	\$	<b>Reason:</b> (Example: new ATV purchased within last 30 days.)	
Stock and Supplies	\$	<b>Reason:</b> (Example: reflection of supplies at location.)	

**OR**

<b>Remove Structure/Location Coverage : (check one)</b>	<b>Yes</b>	<b>or</b>	<b>No</b>
<b>If NO, then input amount of decrease in value and reason for change by category.</b>			
<b>Decrease Current Reported Value By (\$ of decrease):</b>			
Structure Value	\$	<b>Reason:</b> (Example: removed lab in room 242.)	
Contents	\$	<b>Reason:</b> (Example: sold copier to xx unit.)	
Mobile Equipment	\$	<b>Reason:</b> (Example: ATV now kept at xx location.)	
Stock and Supplies	\$	<b>Reason:</b> (Example: decreased number of office at location.)	

To be completed by Risk

Date Received from Unit:		Date Entered into IDRMIS:		Entered by:	
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