COMMERCIAL ROOF QUESTIONNAIRE

NORTH DAKOTA INSURANCE DEPARTMENT
STATE FIRE AND TORNADO FUND
SFN 52655 (7-2019)

Policy Number:	Item Number:

Policyholder:			
Contact Person:	Email Address:		
Property Address: (Street or 911)	City:	State:	ZIP Code:

GENERAL INFORMATION

1. Type of roof: ☐ Asphalt Shingles ☐ Wood Shingle ☐ Cedar Shake ☐ Other ☐ Tar & Gravel ☐ Single Ply ☐ Steel

2. Condition of roof: ☐ Excellent ☐ Good ☐ Poor (In need of repair)	3. When roof installed?	Month:	Year:
4. Name of contractor who installed roof:	Telephone Number:		
Address:	City:	State:	ZIP Code:
5. Distance from trees, signs, etc. to building:	6. Roof inspection program? ☐ Yes ☐ No	7. Snow Removal Program ☐ Yes ☐ No	

ROOF SURFACE

8. Cracked surface? ☐ Yes ☐ No	9. Loose seams? ☐ Yes ☐ No	10. Blisters or depressions? ☐ Yes ☐ No	11. Broken or missing shingles? ☐ Yes ☐ No
12. Previous damage from wind or hail? ☐ Yes ☐ No	13. Poor drainage and long-standing water? ☐ Yes ☐ No	14. Bare spots in covering? ☐ Yes ☐ No	

ROOF DRAINAGE

15. Drains clogged with leaves or debris? ☐ Yes ☐ No	16. Obstructions preventing the flow of water to a drain? ☐ Yes ☐ No	17. Missing or cracked strainers on drains? ☐ Yes ☐ No
18. Drains set too high so water cannot drain properly? ☐ Yes ☐ No	19. Water back-up after heavy rainfall? ☐ Yes ☐ No	20. Roof slope adequate for drainage? ☐ Yes ☐ No

ROOF FLASHING

21. Check all that apply: ☐ Loose ☐ Separated ☐ Missing ☐ Rust ☐ Deteriorated ☐ OK

ROOF MOUNTED EQUIPMENT

22. Check all that apply:
☐ Chimney ☐ Vent Pipes ☐ Skylights ☐ Antennas ☐ Microwave Dishes ☐ Air Conditioning Equipment
☐ Other-Describe:

23. Is any equipment checked improperly secured: ☐ Yes ☐ No-If yes, describe:

ROOF INTERIOR

24. Roof leaks/deteriorating, damp or mildewed decking? ☐ Yes ☐ No	25. Water-stained suspended ceiling panels? ☐ Yes ☐ No

Comments:

Print name of person/entity completing form:	Telephone Number:
Signature:	Date:

If you have questions on completing this form, please contact our office at 701-224-1988 or 800-421-1988.

Return completed form to: North Dakota Insurance Reserve Fund, Underwriting Department, PO Box 2258, Bismarck, ND 58502
Email: FireandTornadoFund@NDIRF.com