

# COMMERCIAL PROPERTY INSURANCE COST TRACKER

Office Property & Expense Allocation Template

Policy Number:

Insurance Provider:

Broker / Agent:

Office Location / Address:

Coverage Period Start:

Coverage Period End:

Annual Premium:

Broker Contact Info:

## 1. COVERAGE CATEGORIES & LIMITS

Coverage Area / Type	Limit of Insurance	Deductible	Annual Premium Allocation
Building / Real Property			
Business Personal Property (Equipment, Furniture)			
Business Interruption / Loss of Income			
Tenant Improvements and Betterments			
Electronic Data Processing (EDP) Equipment			
General Liability (Office Premises)			
<b>Total Premium Cost</b>			

## 2. PREMIUM PAYMENT SCHEDULE

Installment	Due Date	Base Premium Amount	Taxes & Fees	Total Amount Due	Date Paid	Payment Method / Ref No.
1						
2						
3						
4						
<b>Total Annual Payments</b>						

## 3. MONTHLY EXPENSE AMORTIZATION

Month	Amortized Expense	Month	Amortized Expense	Month	Amortized Expense
January		May		September	
February		June		October	
March		July		November	
April		August		December	
<b>Subtotal (Q1)</b>		<b>Subtotal (Q2)</b>		<b>Subtotal (Q3-Q4)</b>	

## 4. NOTES & POLICY ADJUSTMENTS