

# KINGDOM HALL UNDER CONSTRUCTION FORM

Please complete one form for each building under construction.

## Titleholding Congregation Information

_____ (Titleholding congregation number)	_____ (Congregation name)	_____ (Congregation city)	_____ (Congregation province or state)
_____ (Street address of building)			
_____ (City)	_____ (Province or state)	_____ (Zone or code)	

## Construction Information

Type of construction:     New construction     Major renovation     Minor renovation

When is the construction activity scheduled to begin? \_\_\_\_\_

**Replacement cost** of completed Kingdom Hall, including contents:    \$ \_\_\_\_\_

*(To rebuild at today's costs with volunteer labor. Do not include value of the land.)*

## For Your Information

If proof of insurance is needed for equipment rentals or the use of off-site parking or storage of materials, please notify us at least one week in advance.

As soon as you begin/resume meeting in this Kingdom Hall, please complete a *Property Description Form* (TO-50) and return it to the branch office at the address listed below.

## Congregation Service Committee of Titleholding Congregation

_____ (Sign and print name)	_____ (Sign and print name)
_____ (Sign and print name)	_____ (Date signed)

**Send completed form to the branch office, using one of the following methods:**

- Fax: (718) 560-7446
- E-mail: [treas@jw.org](mailto:treas@jw.org)
- Postal mail: Watchtower, Attn: Risk Management Desk, 25 Columbia Heights, Brooklyn, NY 11201-2483