



MASSACHUSETTS STATE POLICE

FIRE AND EXPLOSION INVESTIGATION SECTION

OWNER INTERVIEW

1. Name _____

2. Date Of Birth _____

3. Social Security Number _____

4. Position/Title _____

5. Home Address _____

6. Home Telephone _____

7. Automobiles:

a) Make _____

b) Year _____

c) Color _____

d) License Number _____

e) Where Parked at Business _____

8. Learned of Fire:

a) Time _____

b) How _____



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c) Where were you (Alibi) _____

9. Last in Premises:

Time _____

Day _____

Routine of Business _____

10. Anyone with him/her at the time? _____

11. Did he check and lock doors and windows? _____

12. Did he set burglar alarm? _____

13. Anyone remaining on premises? _____

a) Who? _____

b) Why? _____

14. Where did he go after leaving building? _____

Time left _____

Time arrived _____



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15. Prior to leaving, did he turn off lights and appliances? _____

a) How? _____

b) Any appliances left on? _____

c) Why? _____

d) Location? _____

16. Any difficulties with:

a) Electric Wiring? _____

b) Appliances? _____

c) Machinery? _____

d) Potential sources of heat energy? _____

17. Any recent repairs/ renovations by outside service or contractor? _____

a) Are you planning to rebuild? _____



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18. Business: Corporation, Partnership, or Proprietorship? _____

19. Business organized in what year? _____

20. Only place of business at fire location? _____

21. Any other location used in conjunction with business for storage? _____

22. Who has financial interest?

a) Name _____

b) Address _____

c) Title _____

d) Relationship _____

23. How many sets of keys? _____

24. Who has other keys?

a) Name _____

b) Address _____

c) Title _____

25. When were locks last changed? _____

a) By whom? _____

26. Value of stock? _____



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27. Did he start business by himself? _____

28. Initial investment? _____

a) When? _____

29. Purchase business from another person? _____

a) Who? _____

b) Purchase price? _____

c) How was it to be paid? _____

d) Any notes still payable? _____

30. What was included in purchase price? _____

31. Lease agreement on property:

a) With whom? _____

b) When executed? _____

c) Length of lease? _____

d) Option? _____

e) How many years? _____

f) Monthly rental? _____

g) Current or in arrears? _____

32. Any mortgages?

a) On what? _____



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- b) Original amount? _____
- c) When taken out? _____
- d) Payments? _____
- e) Current or in arrears? _____

33. Fixtures value:

- a) Current value? _____
- b) Purchased from? _____
- c) When? _____
- d) Original cost? _____
- e) Chattel Mortgage? _____
- f) Amount still owed? _____

34. Any authorized smoking areas? _____

35. Watchman? _____

36. Alarm system:

- a) Manufacturer? _____
- b) Type of alarm? _____
- c) When installed? _____
- d) Maintained by whom? _____
- e) Any prior burglaries? _____



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37. Sprinkler system:

a) Who installed? _____

b) Who maintained? _____

38. Suppliers?

Name/Address	Commodity
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

39. Accounts payable: (Asset no payment)

a) Amount? _____

b) To whom? _____

40. Accounts receivable: (Asset no cash received)

a) Amount? _____

b) To whom? _____

41. How many persons employed? _____

a) Change since last year? _____

b) Why? _____



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42. Payroll:

a) Total amount (weekly/ monthly/ annually)? _____

b) Principal's salary? _____

43. Employee's Name and Address

Title/Position

44. Amount paid for:

a) Heat? _____

b) Electricity? _____

c) Telephone? _____

d) Equipment rental? _____

e) Insurance? _____

f) Supplies? _____

g) Other? _____



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45. Gross receipts:

a) Amount? _____

b) Annual, monthly, or weekly? _____

46. Present market conditions:

a) Increasing, decreasing, or same as last year? _____

b) Reason for change? _____

47. Was business for sale? _____

a) Broker? _____

b) Amount asked? _____

c) How long? _____

d) Prospective buyers? _____

48. Estimated sale price if were to sell business? _____

49. Bank accounts:

Bank Name and Address	Account No.	Current Balance
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50. Loans:

Lender	Date of Loan	Terms	Current Balance
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

51. Credit Cards:

Name: _____

Number and expiration date: _____

Bank Associated with: _____

52. Taxes paid to date or outstanding?

a) Federal corporate? _____

b) Federal withholding? _____

c) Federal excise? _____

d) State corporate? _____

e) State withholding? _____

f) City tax? _____

g) Sales tax? _____

h) Real estate Tax? _____

i) Other? _____

53. Separate bank account for paying taxes? _____

a) Bank Name and Address _____



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b) Account number _____

54. Any judgments, liens, or suits against business? _____

a) Judgment creditor _____

b) Date _____

c) Reason for Judgment _____

55. Any personal loans, liabilities, debts, lawsuits, or other unpaid bills?

56. Accountant:

a) Name and Address _____

57. Will he agree to authorize copy of most recent financial statement? _____

58. Any opinion as to cause of fire? _____

59. Experienced any other fire losses? _____



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60. Unusual activity before fire? _____

61. Any arrests and/or convictions? _____

62. Insurance policies:

a) Agent/Public adjuster _____

b) Insurance companies _____

c) Description of policies:

1. Type and number _____

2. Amount of coverage _____

d) Any recent changes in amount of coverage? _____

1. Why? _____

e) Any previous insurance companies? _____



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f) Any previous losses? _____

63. Have you ever filed or are you in the process of filing bankruptcy? _____

a) When? _____

b) What kind? _____

64. Description of contents of building:

a) Location of flammables? _____

b) Description and location of appliances? _____

c) Fire hazards? _____

d) Alterations? _____

e) Have owner draw location of contents and other items in building on separate sheet of paper.

65. Any other information to assist in the investigation?

66. Did you set the fire? _____