**REAL ESTATE PROPERTY MANAGEMENT SUPPLEMENTAL APPLICATION**

(Complete in addition to ACORD General Liability Application)

Applicant’s Name:

**PROPOSED EFFECTIVE DATE: From**       **To**       **12:01 A.M., Standard Time at the address of the Applicant**

ANSWER ALL QUESTIONS—IF THEY DO NOT APPLY, INDICATE “NOT APPLICABLE” (N/A)

**APPLICANT PREMISES OPERATIONS INFORMATION**

**1. Named Insured as it is to appear on policy:**

**2.** **Doing Business As:**

**3. Mailing Address:**

**4. Location of business** (if different):

**City:**       **State:**       **Zip Code:**       **Phone Number:**

**5. Contact Person:**       **Title:**

**Daytime Phone:**        **Nighttime Phone:**       **Fax Number:**

**6. Website Address:**

**7.** **Does applicant operate any type of business other than that requested by this application?** [ ]  Yes [ ]  No

If yes, describe:

If yes, is this business covered separately for General Liability? [ ]  Yes [ ]  No

**8. Any buildings managed over six stories high?** [ ]  Yes [ ]  No

Total number of stories:

If yes: **a.** Are all life safety standards met? [ ]  Yes [ ]  No

**b.** Is an elevator maintenance agreement in place? [ ]  Yes [ ]  No

**c.** Is the construction Masonry-noncombustible construction or better? [ ]  Yes [ ]  No

**d.** Are the buildings sprinklered? [ ]  Yes [ ]  No

**9. If managing properties with pool exposures, confirm the following:**

**a.** Are pools fenced with self-latching gates? [ ]  Yes [ ]  No

**b.** Are rules, hours and depth markers posted? [ ]  Yes [ ]  No

**c.** Are pools/spas in compliance with the Virginia Graeme Baker Pool and Spa Safety Act? [ ]  Yes [ ]  No

**d.** Is life safety equipment available? [ ]  Yes [ ]  No

**e.** Do any pools have diving boards? [ ]  Yes [ ]  No

If yes, are the boards/platforms over one meter in height? [ ]  Yes [ ]  No

Height of boards/platforms:

**10. What percentage of units managed is Applicant involved in placement of tenants?**      %

**11. Does applicant have an ownership interest in any of the properties you managed?** [ ]  Yes [ ]  No

If yes, provide a list on a separate sheet, of all the properties you have any ownership interest in and the percentage of ownership in each one.

**12. Does applicant obtain verification of General Liability Coverage from all owners of sites man-aged with limits of at least $1,000,000 per Occurrence/$1,000,000 Personal and Advertising
Injury/$2,000,000 General Aggregate?** [ ]  Yes [ ]  No

If yes, indicate how liability coverage is verified:

[ ]  The property manager is responsible for maintaining coverage.

[ ]  The property manager requires certificates of insurance from the owners of properties managed.

[ ]  Other—explain:

**13. What amount of authority does applicant have for capital improvements and repairs?** $

**14. Does applicant obtain a credit report for each prospective tenant?** [ ]  Yes [ ]  No

**15. Does applicant follow formal written procedures in processing tenant evictions?** [ ]  Yes [ ]  No

**16. Have applicant’s employees been trained and certified in fair housing laws?** [ ]  Yes [ ]  No

**17. Show the properties applicant has managed for the past twelve (12) months:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Property Type** | **Number of Units/ Square Feet/** | **Number of Pools** | **Value of Property** | **Vacancy Rate** | **Gross Commissions and Fees** |
| 1-4 Family Residential |       Units |       |       |       |       |
| Apartments |       Units |       |       |       |       |
| Commercial/Industrial/ Warehouses |       Sq. ft. |       |       |       |       |
| Condominiums |       Units |       |       |       |       |
| Farms/Ranches |       Units |       |       |       |       |
| Homeowners Association |       Units |       |       |       |       |
| HUD—Housing and Urban Development—Section 8 |       Units |       |       |       |       |
| Office Buildings |       Sq. ft. |       |       |       |       |
| RV/Mobile Home Parks |       Units |       |       |       |       |
| Senior Housing |       Units |       |       |       |       |
| Shopping Centers |       Sq. ft. |       |       |       |       |
| Student Housing |       Units |       |       |       |       |
| Timeshare Association |       Units |       |       |       |       |
| Vacation Properties |       Units |       |       |       |       |
| Other:       |       |       |       |       |       |

**Annual Commercial Receipts:** $

**Annual Residential Receipts:** $

**18. Services offered by applicant:**

Accepting and disbursing rent? [ ]  Yes [ ]  No

Addressing ordinary repair and maintenance? [ ]  Yes [ ]  No

Security services? [ ]  Yes [ ]  No

Janitorial services for managed properties? [ ]  Yes [ ]  No

Services provided for lender in conjunction with foreclosed/REO properties? [ ]  Yes [ ]  No

|  |
| --- |
| Other—Describe:       |

**19. Does applicant have payroll or subcontractor cost for any of the following exposures?** [ ]  Yes [ ]  No

|  |  |  |  |
| --- | --- | --- | --- |
| **Trade** | **Payroll** | **Subcontractor Cost** | **Certificates of Insurance Required and on File** |
| **Carpentry** |       |       | [ ]  Yes [ ]  No |
| **Construction Development** |       |       | [ ]  Yes [ ]  No |
| **Electrical** |       |       | [ ]  Yes [ ]  No |
| **Handyperson** |       |       | [ ]  Yes [ ]  No |
| **Maintenance** |       |       | [ ]  Yes [ ]  No |
| **Landscaping** |       |       | [ ]  Yes [ ]  No |
| **Plumbing** |       |       | [ ]  Yes [ ]  No |
| **Security** |       |       | [ ]  Yes [ ]  No |
| **Snow Removal** |       |       | [ ]  Yes [ ]  No |
| **Any other Contractors\*** |       |       | [ ]  Yes [ ]  No |
| **Any other Services\*** |       |       | [ ]  Yes [ ]  No |

|  |
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| \* If any other contractors or other services are performed, please explain:       |

**20. Is there a written procedure in place for responding to tenants requests for repairs?** [ ]  Yes [ ]  No

What is the response time for tenants requests for repairs?

Does applicant maintain service records of all repairs? [ ]  Yes [ ]  No

How long are the records kept?

**21. Provide information of activities other than property management:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Gross Income Last Twelve (12) Months** | **Number ofTransactions** | **Projected Income Next Twelve (12) Months** |
| **Commercial Sales** | $      |       | $      |
| **Mortgage Brokerage/Financial Arrangements** | $      |       | $      |
| **Real Estate Appraisal Fees** | $      |       | $      |
| **Residential Sales** | $      |       | $      |
| **Other—Describe:**       | $      |       | $      |
| **Total Gross Income** | $      |       | $      |

**22. Does applicant manage any vacant land/lots?** [ ]  Yes [ ]  No

If yes, number of: Acres

Lots

**Is there any current or future development activity occurring?** [ ]  Yes [ ]  No

|  |
| --- |
| Explain:       |

**23. List Additional Interests and Certificate Recipients:**

|  |  |
| --- | --- |
| **Name and Address** | **Interest** |
|       |       |
|       |       |
|       |       |

**24. Does applicant have a professional liability insurance policy in force?** [ ]  Yes [ ]  No

**25. Does the property owner require that they be named as an additional insured on applicant’s
policy?** [ ]  Yes [ ]  No

**26. Is the applicant named as an additional insured on the property owner’s policy?** [ ]  Yes [ ]  No

**27. Does applicant have the following? If yes, attach copy.**

**Rental contract?** [ ]  Yes [ ]  No

**Brochures?** [ ]  Yes [ ]  No

**Send copy of Property Management Agreement with property owners.**

This application does not bind the applicant nor the Company to complete the insurance, but it is agreed that the information contained herein shall be the basis of the contract should a policy be issued.

**FRAUD WARNING:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties. (Not applicable in AL, CO, DC, FL, KS, LA, ME, MD, MN, NE, NY, OH, OK, OR, RI, TN, VA, VT or WA.)

**FRAUD WARNING (APPLICABLE IN VERMONT, NEBRASKA AND OREGON):** Any person who intentionally presents a materially false statement in an application for insurance may be guilty of a criminal offense and subject to penalties under state law.

**FRAUD WARNING (APPLICABLE IN TENNESSEE, VIRGINIA AND WASHINGTON):** It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.

**APPLICANT’S STATEMENT:**

I have read the above application and I declare that to the best of my knowledge and belief all of the foregoing statements are true, and that these statements are offered as an inducement to us to issue the policy for which I am applying. (Kansas: This does not constitute a warranty.)

APPLICANT’S SIGNATURE: DATE:

CO-APPLICANT’S SIGNATURE: DATE:

PRODUCER’S SIGNATURE: DATE:

|  |  |  |
| --- | --- | --- |
|  | **IMPORTANT NOTICE** |  |
|  |  |
| As part of our underwriting procedure, a routine inquiry may be made to obtain applicable information concerning character, general reputation, personal characteristics and mode of living. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided. |