

This Renewal Application is intended to be used in evaluating the renewal of Professional Liability Insurance. Coverage will be provided only with our express written approval.

THIS APPLICATION IS NOT A BINDER

1. Name of Firm: _____ Date Established: _____
2. Address: _____ County: _____
3. Branch Office Address(es): _____
4. Phone: (____) _____ Fax: (____) _____
E-Mail: _____ Website: _____
5. Firm is: Corporation Partnership Sole Proprietorship Joint Venture
6. **Claim Awareness:**
 - a. During the last policy period, have there been any Professional Liability claims made against the firm or any of its members that have not been reported to us? Yes No
 - b. Does the firm or any of its members have any knowledge of any circumstance, incident, situation, accident, condition, or unresolved job controversy which might give rise to a claim under this insurance and has not been reported to us? Yes No

If the response to either 6a or 6b was yes, please use the Claim/Incident Information Supplement provided with this Application.
7. Have any changes occurred during the expiring policy year affecting ownership of the firm or any subsidiary affiliate or in the nature of the firm's operations? *If yes, describe below.* Yes No

GROSS RECEIPTS

8. Gross receipts to include reimbursable expenses and fees paid to subconsultants. Current fiscal year ends _____

Gross receipts attributable to:	Current Fiscal Year	Last Fiscal Year	Two Years Ago	Three Years Ago
a. Separately insured projects	\$ _____	\$ _____	\$ _____	\$ _____
b. Permanently abandoned projects	\$ _____	\$ _____	\$ _____	\$ _____
c. All other fees/billings	\$ _____	\$ _____	\$ _____	\$ _____
d. Total Gross Receipts (8a+8b+8c)	\$ _____	\$ _____	\$ _____	\$ _____
e. Estimated Total Gross Receipts for next fiscal year \$ _____				

PROFESSIONAL DISCIPLINES

9. Specify as a percentage of the firm's gross receipts. **Total should equal 100%.**

Architecture	%	Landscape Architecture	%	HVAC Engineering	%
Civil Engineering	%	Land Surveying	%	Fire Protection Engineering	%
Mechanical Engineering	%	Construction/Project Management	%	Nuclear Engineering	%
Electrical Engineering	%	Process Engineering	%	Mining Engineering	%
Structural Engineering	%	Chemical Engineering	%	Interior Design/Space Planning	%
Soils Engineering	%	Environmental	%	Land Use Planning	%
Laboratory Testing	%	Hydrogeology/Geology	%	Other _____	%

SERVICES		PROJECTS	
	Percent Gross Receipts (must total 100%)		Percent of Projects (must total 100%)
10. Enter the percentages of the firm's gross receipts attributable to the following for the last fiscal year:		13. a. Schools, colleges or public buildings	_____
a. Design with construction observation/review	_____	b. Hospitals, retirement or convalescent homes	_____
b. Design without construction observation/review:	_____	c. Hotels, motels or resort properties	_____
For government clients	_____	d. Condominiums	_____
For private sector clients	_____	Please provide a list of all current and past condominium projects.	_____
c. Construction observation/review without design	_____	e. Single family residential subdivisions	_____
d. Project/Construction Management	_____	f. Custom single family residential	_____
e. Studies, planning, permitting zoning – no design	_____	g. Apartments and other multi-unit residential	_____
f. Plan checking	_____	h. Office/Commercial/Retail	_____
g. Quantity/Cost estimating	_____	i. Industrial/Process	_____
h. Inspections as stand-alone service	_____	j. Machine design	_____
i. Construction staking	_____	k. Plumbing/Piping, Refrigeration	_____
j. Material testing	_____	l. Instrumentation/Controls	_____
k. Forensic/Expert witness	_____	m. Public Utilities/Power Generation	_____
l. Balancing HVAC systems – no design	_____	n. Jails/Justice	_____
m. Other _____	_____	o. Airports	_____
		p. Roads/Highways/Traffic	_____
		q. Sewage or waste disposal systems	_____
		r. Water systems	_____
		s. Pipelines	_____
		t. Mines and quarries	_____
		u. Earth dams/reservoirs	_____
		v. Structures for offshore use	_____
		w. Harbors, jetties, docks or piers	_____
		x. Bridges, trestles or tunnels	_____
		y. Parking garages, theaters or grandstands	_____
		z. Other _____	_____
		_____	_____
		_____	_____
		14. What percentage of the firm's projects are done on a Fast Track basis?	_____ %
		15. What percentage of the firm's projects are outside the U.S. and Canada?	_____ %
CLIENTS			
	Percent of Clients (must total 100%)		
11. a. Government or Public Entities	_____		
b. Owners acting as their own builders	_____		
c. Design/Build or turnkey contractors	_____		
d. Other contractors	_____		
e. Developers	_____		
f. Financial and lending institutions	_____		
g. Other design professionals	_____		
h. Other _____	_____		
12. What percentage of Total Gross Receipts in 8d. are derived for repeat clients?	_____		

CONTRACTS

16. Please specify types of contracts used by the firm. **Total Should Equal 100%.**
- | | | | |
|---|---------|--------------------|---------|
| a. Standard industry contract
(AIA, EJCDC, ASFE, etc.) | _____ % | e. Client contract | _____ % |
| b. Firm's own standard contract | _____ % | f. Oral agreement | _____ % |
| c. Letter agreement | _____ % | g. Other _____ | _____ % |
| d. Purchase order | _____ % | _____ | _____ % |
17. What percentage of the firm's contracts contain a Limitation of Liability clause? _____ %

FINANCIAL AND OTHER INTERESTS

For all "yes" responses to question 18, please provide details by attachment.

18. During the past 12 months, has the firm or any principal:
- | | | |
|--|------------------------------|-----------------------------|
| a. Become involved in a construction or real estate development company or engaged in any actual construction or hired a construction contractor to perform construction work? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Been employed by or an officer of any other firm, organization or political body? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Derived more than 50% of last fiscal year's gross receipts from any one client? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Designed a building, component or system which might be used on more than one project? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Become involved in the manufacture or fabrication of any component, device or system? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. Provided electronic data processing services for others or sold software components? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| g. Been the subject of disciplinary action by authorities as a result of their professional activities? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
19. a. Has the firm entered into any Joint Ventures? Yes No
- b. Does the firm's Joint Venture agreement provide for allocation of liabilities? Yes No
- c. Does the firm require evidence of professional liability insurance from all Joint Venture members? Yes No
20. a. Does the firm or any principal of the firm have any financial interest in any projects for which it has provided professional services? Yes No
- b. Is coverage for such Equity Interest desired? Yes No
If yes, a Supplemental Application for Equity Interest Coverage must be submitted.
21. Does the firm have any Abandoned Projects to be excluded from coverage? Yes No
If yes, an Abandoned Projects Questionnaire must be submitted.

SUBCONTRACTORS / SUBCONSULTANTS

22. a. Please provide, as a percentage of the Total Gross Receipts reported in Question 8d., the fees paid to the firm's subconsultants in the following disciplines (**Should not total 100%**)
- | | |
|---------------------|-------------------|
| Architecture _____% | Soils _____% |
| Civil _____% | Structural _____% |
| Mechanical _____% | HVAC _____% |
| Electrical _____% | Other _____% |
- b. Describe the firm's subcontractor and subconsultant selection process: _____

- c. Are all subcontractors and subconsultants hired under a written contract? Yes No
- d. Does the firm obtain certificates of insurance from all subcontractors and subconsultants? Yes No

ADDITIONAL INFORMATION

23. Please provide a list of the firm's current projects and the services provided.
24. Does the firm have in effect, or has it ever obtained, separate Professional Liability insurance for a specific project? If yes, please provide the following: Yes No
- a. Name of Project: _____
- b. Date Project Construction Completed: _____
- c. Total fees to applicant firm: _____

NOTE: The insurance that may be offered here will not protect you from Professional Liability claims on projects that are currently insured separately by us or other companies under a dedicated project specific policy.

25. The firm would like a quotation based on the following limit(s) and deductible(s):

Limit	Deductible
_____	_____
_____	_____
_____	_____

NOTE: For deductibles of \$50,000 or more, please enclose a copy of the firm's balance sheet and income statement for the most recent fiscal year.

The undersigned declares that the information provided herein accurately represents the condition and practices of the applicant firm. It is understood that this Renewal Application, in conjunction with the original Application accepted by us, shall form the basis of the contract should the Underwriter approve coverage.

Must be signed by Owner, Partner, or Officer.

Print or Type Your Name

Title

Signature of Applicant

Date



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