

Date _____

SUBMISSION REQUIREMENTS

- An ACORD Property and Liability Application;
- COLOR PHOTOS;
- THREE YEARS OF HARD COPY COMPANY LOSS RUNS PLUS CURRENT YEAR;
- A signed Statement of Values if greater than \$10,000,000;
- A plot plan with distances/scale if greater than \$10,000,000;

Named Insured: _____

PROPERTY COVERAGE

General: Year built _____ # of buildings _____ # of units _____ # stories _____ % occupied _____
Construction: Building: _____ Roof: _____
Wiring: ☐ Copper ☐ Aluminum pigtailed ☐ Colar ☐ COPALUM Crimp
Year of latest update: Roof: _____ Plumbing: _____ Wiring: _____ Heating: _____
Number of units per firewall _____
Sprinklered ☐ Yes ☐ No What percentage? _____

Polybutylene Piping: Is this used? ☐ Yes ☐ No
If yes, are you replacing it (details)? _____

Elevator: _____ # of passengers _____ # of freight _____
Are there fire places? _____ Are chimneys/flues required to be cleaned on a regular basis? _____
Any known construction defects? _____

Ice Damming: Do you hire a roofing contractor to remove snow and ice from the roof after heavy snow accumulation? _____

Do you use heating elements on the roof to melt ice? _____
Do you have an ice shield installed on the roof? _____ How high? _____
Are clothes dryers vented into the attic area? _____

Flood Do you have a current Flood policy in force? ☐ Yes ☐ No
If Yes, attach a copy of the Declarations sheet.
In no, would you like a Flood quote with our Proposal? ☐ Yes ☐ No
(Flood quote will be secured through the Write Your Own Flood Program)

AUTOMOBILE COVERAGE PART

Are any vehicles used for transportation for residents to and from areas of interest? _____
If so, provide details? _____

GENERAL LIABILITY COVERAGE

General: Percentage of owner occupied units? _____ Number of time shares _____
How many units are used as short term rental properties (i.e., less than one year)? _____
If any units are non-owner occupied, does the association require utilization of a standard lease agreement requiring tenant to obtain liability insurance naming the association as an additional insured? _____
Is there 24-hour guard service? _____
Is this a gated community? _____ How is it accessed? _____
Are fire doors equipped with panic hardware? _____
Are hard wired smoke alarms required in every unit? _____ In common areas? _____
Are hallways and stairwells: ☐ open or ☐ enclosed?
Number of exits per building? _____ How are they illuminated? _____

Slip & Fall: Does a maintenance person walk around the premises and ensure there are no hazards? (i.e., After it rains, is the floor mopped up and sign posted as a warning? _____
Are rugs placed flatly on the ground? _____
Do you employ a contractor for prompt snow removal? _____
Are certificates maintained in the office? _____
Is the Association indemnified? _____
Is skateboarding prohibited? _____ Are signs posted? _____

Swimming Pools: ☐ N/A
How many full adult pools are present? _____ How many kiddie pools? _____
Is a spa or whirlpool located in the same fenced area? _____
Are signs posted regarding health risks to elderly, intoxicated and pregnant persons? _____
Is pool completely fenced? _____ Is a self-locking gate present? _____
What are the hours of operation? _____ Are they posted? _____
Are "Swim at your own risk" signs posted? _____
Is there a lifeguard service during hours of operation? _____
Are the lifeguards employees or is it a service you subcontract? _____
Diving Boards? _____ Sliding Boards? _____ Depth Markings? _____

Play – grounds: How many playgrounds/tot lots are there? _____
What is the surface under the equipment? _____

Amenities: Tennis Courts: How many courts? _____
Volleyball Courts: Condition? _____
Basketball Courts: Condition? _____
Walking or Biking Trails: How many miles? _____
Are streets private or public? _____ If private, how many miles? _____
Any Golf Courses or Driving Ranges? _____
Any lake or ponds? _____ How large? _____ How deep? _____
Is boating, fishing or swimming allowed? _____ Are signs posted prohibiting these? _____
Any bathing beaches? _____
Exercise/Weight Room? _____ Supervised or Unsupervised? _____
What equipment is in exercise/weight room? _____

The applicant warrants that all answers to the questions on this application are true and correct. Any person who knowingly and with intent to defraud any insurance company or other person, files an application for insurance containing any false information, or conceals for the purpose of misleading, information concerning any fact thereto, commits a fraudulent insurance act, which is a crime.

Signature of Applicant: _____
Title: _____
Date: _____