



Apartment – Condominium Supplemental Application

Named Insured:

Agent Name and Phone:

Effective Date:

Risk Control Contact Name:

Phone Number:

Account

1. Please supply the Condominium Board President Name and Phone Number if different from the Risk Control Contact Name and Phone number above.

2. Does the business have a website? [ ] Yes [ ] No [ ] Unknown
Please provide URL:

Percentage of sales from the internet or e-commerce:

[ ] None [ ] less than 10% [ ] 10-25% [ ] 26-49% [ ] 50-74% [ ] 75% or more [ ] Unknown

3. Building is occupied by:?

- [ ] Owner % [ ] Vacant or sold but not occupied %
[ ] Tenants % [ ] Units not Sold %
[ ] Seasonal Tenants % [ ] Unknown %
[ ] Vacationers %

(a) If tenants or seasonal tenants, what is the average monthly rent?

4. Does a developer have an interest in the Condominium? [ ] Yes [ ] N/A [ ] No [ ] Unknown

5. Does the named insured include the developer or property manager? [ ] Yes [ ] No [ ] Unknown

6. Please check all of the following that apply:

- [ ] Full time resident manager
[ ] Owner who resides on the premises
[ ] Full time property management company with 3 years or more experience

Liability

7. Is there any security staff on the premises? [ ] Yes [ ] No [ ] Unknown

- (a) Are they: [ ] Employees [ ] Contractors [ ] Unknown
(b) Are they: [ ] Armed [ ] Unarmed [ ] Unknown

8. Are independent contractors hired to perform maintenance, repair, or other construction work? [ ] Yes [ ] No [ ] Unknown

Please check all applicable:

- [ ] There is a standard written and signed contract between the business and the contractor. [ ] Unknown
[ ] The contract requires the contractor to name the business as an additional insured for both operations and completed operations. [ ] Unknown
[ ] The contractor must agree to indemnify and hold harmless the business. [ ] Unknown

The contractor provides a certificate with proof that the contractor has Workers Compensation and General Liability insurance with limits at \$1 million/\$1 million minimum.  Unknown

9. Is there a parking garage?  Yes  No  Unknown

(a) Is the garage:

Above Ground  Below Ground  Unknown

(b) What type of security measures are in place?

Closed Circuit TV  Alarms  
 Security Patrols  Police Patrols  
 Guard  Cardkey  
 Unknown  None

10. Is there an emergency evacuation plan?  Yes  No  Unknown

(a) Are there at least 2 emergency exits in the building(s)?  Yes  No  Unknown

(b) Are there at least 2 enclosed stairwells in the building(s)?  Yes  No  Unknown

(c) Is there emergency lighting in the building(s)?  Yes  No  Unknown

11. How is smoke/fire detected:

Battery Operated Smoke Detectors in all units  Manual Pull Station  
 Hard Wire Smoke Detectors/Hallways and Common Areas  Central Station Alarm  
 Connected to Annunciator Panel  Local Alarm  
 Unknown

12. If the area is subject to snow and ice accumulation, is the occupant responsible for snow and ice removal?

N/A  Yes  No  Unknown

(a) What are the snow and ice removal procedures:

Contracted with local contractor  Maintenance staff  
 Nothing formal  Unknown

13. Does the building have self closing doors?  Yes  No  Unknown

(a) They are in the:  Hallways and/or  Individual Units  Unknown

14. Is tenant access automated and combined with other security systems?  Yes  No  Unknown

15. Is there a playground?  Yes  No  Unknown

(a) Year installed

16. Is there any exercise equipment?  Yes  No  Unknown

What types?

Free Weight(s)  Elliptical Trainer(s)  
 Weight Machine(s)  Stair Climbing Machine(s)  
 Treadmill(s)  Unknown  
 Stationary Bike(s)  Other

Please Describe:

17. Are any of the units senior, subsidized, students or rooming houses?  Yes  No  Unknown

18. Is there a swimming pool or other bodies of water?

- Yes, pool                       Yes, body of water                       No                       Unknown
- Lifeguard on premises                       Fully fenced  
 Jacuzzi                       Diving board or slide  
 Depth markers                       Sauna  
 Lake                       Rules Posted  
 Diving board or slide                       Corded off swimming area  
 Pond                       Lifeguard on premises  
 Other bodies of water

Please Describe:

19. Are there any sun tanning booths/beds?

- Yes     No     Unknown

**Property**

20. Is there an automatic sprinkler system?

- Yes     No     Unknown

(a) What percent of the building is sprinklered?

- 90-100%                       50-89%                       Less than 50%                       Unknown

(b) If less than 90% of the building is sprinklered, what portion is sprinklered?

(c) Age of sprinkler system

- less than 10 yrs     10-25 years     26-49 years     50 or more years     Unknown

(d) Type of sprinkler system     Life Safety System     Full Fire System

- Wet                       Dry                       Other                       Unknown

Please Describe:

(e) Was sprinkler system designed for present occupancy?

- Yes     No     Unknown

(f) Is a subcontractor responsible for sprinkler system inspection, testing and maintenance?

- Yes     No, Self Maintained     Unknown

Name of subcontractor:

(g) How often is the sprinkler system maintenance and inspection performed?

- Monthly     Quarterly     Semi Annually     Annually     Unknown

(h) Are sprinkler alarms installed?

- Yes     No     Unknown

Are they:     Water Flow                       Valve Closure     Unknown

21. Is there a Closed Circuit TV System?

- Yes     No     Unknown

(a) Is it monitored 24 hours/day?

- Yes     No     Unknown

22. Are facilities building systems, equipment maintenance and overall facilities inspections performed?

- Yes     No     Unknown

(a) When are they performed?

- Scheduled                       As Needed                       Breakdown                       Unknown

(b) What areas are reviewed?

How Often?

What is the year of last improvement or upgrade:

- Roof Frequency Year
- Electrical Frequency Year
- Plumbing Frequency Year
- HVAC Frequency Year
- Common Areas Frequency Year
- Emergency Lighting Frequency Year
- Exit Signs Frequency Year
- Unknown

23. What is the construction of the roof covering material?

- Asphalt Shingle  Wood Shake
- Tar and Gravel  Metal
- Other  Unknown

Please Describe:

24. Is there aluminum wiring in the building(s)?  Yes  No  Unknown

25. Is there aluminum siding on the building(s)?  Yes  No  Unknown

26. Are there any fireplaces?  Yes  No  Unknown

Are they:  Wood  Gas  Wood and Gas

27. Is there a written policy regarding grilling on balconies?  N/A  Yes  No  Unknown

28. Please fill in the following for each location on the schedule. (Please insert additional locations in the comments section if there are more than five locations).

Location	Total # of Units	# Bldgs at this location	Smallest Distance between Bldgs	Max # Stories at any one Bldg

29. Has there been any water damage in the past 3 years, including plumbing leaks?  Yes  No  Unknown

30. Please supply a plot map and loss runs.

Additional Comments:

_____ SIGNATURE OF APPLICANT	_____ DATE
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