

Worlds Apart – Supplemental Application

1. Is this business new to the agency? Yes No Have you seen all locations in the past 30 days? Yes No
2. How many years experience does the named insured have in owning / managing apartments? Years
3. Who does the day to day property management? Owner Employee Other Name:
4. Contact Person & Phone number for Loss Control Inspection: Name Phone Number
5. Does Insured or Property Manager reside within 25 miles of properties? Yes No
6. Is there a 24/7 contact for emergencies? Yes No
7. How many tenant evictions have there been in the past 3 years? What was the percent of turnover last year? %
8. How is tenant screening done? (select all that apply) Credit Check Personal Interviews Employment checks
 Leasing agent Criminal Checks Referrals Not done
9. Are certificates required from contractors? Yes No
10. Does the insured prohibit the use of grills on balconies porches or decks? Yes No
11. Are background checks and checks for criminal convictions done on all new employees? Yes No No Employees
12. What type of lease is required? Annual Written Leases Month-To-Month Written Leases No Leases
13. Does the lease require tenants to carry liability insurance? Yes No
14. Is there a procedure to monitor compliance with insurance requirements? Yes - *If Yes, Describe in Comments* No
15. Describe Pet Policy:
16. Average annual occupancy rate: % Annual rental income: \$
17. Is there maintenance contract for heating equipment? Yes No
18. Who performs snow and ice removal? Insured Contractor Tenant Not a cold weather state
19. If Insured or Contractor performs snow and ice removal, are snow removal logs kept? Yes No
20. Sporting or social events sponsored? Yes - *If Yes, Describe in Comments* No
21. Is there a Fireplace or Woodstove? Fireplace Woodstove No
 If Yes, is there a program for annual flue / chimney cleaning? Yes No
22. Are any buildings vacant or unoccupied, under demolition, renovation or have demolition or renovation planned? Yes - *If Yes, Describe in Comments* No
23. What kind of Smoke Detectors are in the buildings? None Battery in units and all common areas
 Battery in units and hard-wired in common areas Hard-wired throughout Manual pull alarms in common areas
 For Battery in units, do you keep a log of battery replacement and inspection? Yes No
24. Are there any stove top fire suppression systems? Yes - *If Yes, Describe in Comments* No
25. Are any buildings to be insured converted from another occupancy? Yes - *If Yes, Describe in Comments* No
(i.e. school, warehouse etc.)
26. Do any locations have underground fuel tanks? Yes No
 If Yes, List the location:
 What year was it installed? Date of the last test for leaking:
 What is the tank made of: Double Steel Steel Coated Fiberglass
27. Do any locations have a pool? Yes If Yes: In-Ground Above Ground No
 Are rules posted? Yes No
 Is there a (select all that apply): Fence Diving Board Slide Safety Drain
28. Do any locations have a playground? Yes - *If Yes, Describe in Comments* No
29. Do any buildings have Dryvit / EIFS construction? Yes - *If Yes, indicate which buildings in Comments* No
30. Do any buildings have knob and tube wiring? (knob and tube wiring is ineligible) Yes - *If Yes, indicate which buildings in Comments* No
31. Do any buildings have fuses? (*Fuses must have fusestats to prevent over-fusing*) Yes, indicate which buildings in Comments No
32. Do any buildings have amperage less than 100? Yes - *If Yes, indicate which buildings in Comments* No
33. Do any buildings have aluminum wiring? Yes - *If Yes, indicate which buildings and method of remediation in Comments* No
30. Are there any day care facilities? Yes No Are day care facilities operated or controlled by the insured? Yes No
31. Are there any armed security guards? Yes No Is there entry security? Yes No

Describe the building security including main entry, lighting and alarms:

ATTACH A COPY OF THE STANDARD LEASE

Comments:

Insured's Signature _____

Date _____

Agent's Signature _____

Date _____