



Agent Information

Agent:

Agency Code:

Contact:

Phone:

Email:

New Renewal

Policy Number:

RESIDENTIAL APARTMENT APPLICATION

Applicant Name: _____

Mailing Address: _____

Property Name
and Address : _____

Agents Name: _____

Address: _____

Proposed Effective Date:

From: _____ To: _____

12:01 A.M. Standard Time at the address of the Applicant

- 1) Interest in Property: Owner Manager If Owner, Name of Property Management Firm: _____
Is the Property Management Firm required to maintain Commercial General Liability Insurance with minimum \$1,000,000 limits and to include you as an Additional Insured? Yes No
- 2) Year you first owned or managed the property: _____
- 3) Age of Building(s): _____ 4) Age of Roof: _____
- 5) Number of Stories: _____ 6) Number of Units: _____
- 7) Percentage Occupied: _____ 8) Percentage Students: _____
- 9) Percentage Subsidized: _____ 10) Percentage Elderly: _____
- 11) Construction: _____ 12) Protection Class: _____
- 13) Percentage Sprinklered: _____
- 14) Types of Systems (Electric/Gas/Steam/Other): _____ Date of Last Maintenance
(records on file): _____
Heating _____
Air Conditioning _____
Water Heater _____
Boiler _____
- 15) Building Wiring: Copper Aluminum If aluminum, is wiring pigtailed or COALR? Yes No
- 16) Smoke Alarms: Hardwired Battery
If hardwired, are alarms tied to a central station? Yes No
If battery, is there a written procedure for routine inspection and replacement?
 Yes No Details? _____
- 17) Other Fire Safety Systems (if any): _____
- 18) Is the complex in compliance with all applicable state and local statutes governing safety devices? Yes No
- 19) Is the complex demastered? Yes No If no, who has access to the key system and what are the procedures for protecting the master key? _____
- 20) Are keys coded and adequately protected? Yes No
- 21) Are all units re-keyed prior to leasing to new tenants? Yes No
- 22) Are individual unit doors secured by double locks and peep holes? Yes No
- 23) Does the complex have limited access perimeter fencing? Yes No
- 24) Are all areas of the complex covered by security lighting? Yes No
- 25) Do you contract with a security guard service for onsite security? Yes No If yes, is the service required to maintain CGL insurance with minimum \$1,000,000 limits and to include you as Additional Insured? Yes No
- 26) Do you perform police background checks on all employees? Yes No If yes, what are your criteria for declining or discontinuing employment? _____
- 27) Do you have written procedures for notifying tenants of any known or suspected criminal activity in the complex or in the vicinity of

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- the complex with records retained for at least two years? Yes No Description? _____
- 28) Do you have a written procedure for responding to tenant complaints concerning safety-related issues with records retained for at least two years? Yes No Description? _____
- 29) Do you have a full time maintenance staff? Yes No If yes, do you have written procedures for inspecting and maintaining building systems and for maintaining written records of such work? Yes No
- 30) Do you hire contractors to perform building and/or site maintenance such as systems inspection and repair, snow and ice removal, landscaping, etc.? Yes No If yes, please provide details: _____
If yes, are contractors required to maintain CGL insurance with minimum \$1,000,000 limits and to include you as Additional Insured? Yes No If no, please explain: _____
- 31) Do you have written procedures for responding to tenant complaints concerning building, property or systems-related issues with records retained for at least two years? Yes No Description? _____
- 32) Swimming Pools:
Number: _____ Height of Diving Boards: _____
Pool Fenced Yes No Length/Height of Slides: _____
Gates Self-Latching Yes No Fence Height _____
Lifeguard on Duty Yes No Depth Markers Visible from Pool Deck Yes No
Frequency of Pool Water Inspection and Maintenance _____
Pool Hours: _____
- 33) Is a nursery or day care facility located in the building or complex? Yes No
- 34) Do you have written procedures prohibiting your employees from keeping dogs on or around the property? Yes No
Does your lease agreement prohibit your tenants from keeping dogs on or around the property? Yes No
If no to either question, please indicate the maximum weight limit allowed: _____
- 35) Do you directly or indirectly provide medical, food or transportation services to tenants? Yes No
- 36) Please describe other buildings, facilities or unusual hazards on the property such as unfenced water, fitness facilities, sports fields/courts or clubhouses used for events sponsored by you or rented to others: _____
- 37) Do you own or control parking facilities? Yes No If yes, is access controlled? Please describe _____

- 38) Do you have written procedures for regular inspections of your premises to identify potential liability hazards and to assure all necessary corrections and repairs are made and are records of such inspections retained for at least two years? Yes No
Please describe: _____
- 39) Has your insurance agent completed a physical inspection of the property within the last year? Yes No If yes, please attach a copy.

The undersigned Applicant warrants that the above statements and particulars, together with any attached or appended documents or materials ("this Application"), are true and complete and do not misrepresent, misstate or omit any material facts.

SIGNATURE OF APPLICANT

TITLE

PRINTED NAME OF APPLICANT

DATE

SIGNING THIS QUESTIONNAIRE DOES NOT BIND THE APPLICANT OR THE INSURER, THE BROKER OR THE AGENT TO COMPLETE THE INSURANCE.