

APARTMENT QUESTIONNAIRE

Applicant Name:

Agent's Name:

Mailing Address:

Mailing Address:

Property Name
and Address:

Proposed Effective Date:

From:

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

To:

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 Insurance?

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 (records on file):

Heating

YES NO

Air Conditioning

YES NO

Water Heater

YES NO

Boiler

YES NO

15) Building Wiring: Copper

Aluminum - If aluminum, is wiring pigtailed or COALR?

YES NO

16) Smoke Alarms: Hardwire Battery

 If hardwired, are the 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 an Additional Insured?

 YES NO

26) Do you perform police background checks on all employees?

 YES NO

 If yes, what is 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 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 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 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 Inspections & 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

Applicable in AL, AR, DC, LA, MD, NM, RI and WV: Any person who knowingly (or willfully)* presents a false or fraudulent claim for payment of a loss or benefit or knowingly (or willfully)* presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. *Applies in MD only.

Applicable in CO: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Applicable in FL and OK: Any person who knowingly and with intent to injure, defraud or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony (of the third degree)*. * Applies in FL only.

Applicable in KS: Any person who knowingly and with intent to defraud, presents, causes to be presented, or prepares with knowledge or belief that it will be presented, to or by an insurer, purported insurer, broker or any agent thereof, any written statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

Applicable in KY, NY, OH and PA: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties (not to exceed five thousand dollars and the stated value of the claim for each such violation)*. *Applies in NY only.

Applicable in ME, TN, VA, and WA: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties (may)* include imprisonment, fines and denial of insurance benefits. *Applies in ME only.

Applicable in NJ: Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

Applicable in OR: Any person who knowingly and with intent to defraud or solicit another to defraud the insurer by submitting an application containing a false statement as to any material fact may be violating state law.

Applicable in PR: Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation by a fine of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000), or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances [be] present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

Applicable in all other States: Any person who knowingly and with intent to defraud any insurance company or other person, files an application for insurance, or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any material fact, commits a fraudulent insurance act, which is a crime and may also be subject to civil penalty.

I/We understand that this is an application for insurance only and that the completion and submission of this Application does not bind the Company to sell nor the applicant to purchase this insurance. I/We hereby declare that the above statements and particulars are true and I/we agree that this Application shall be the basis for any contract of insurance issued by the Company in response to it.

Electronic Signature of Applicant or Authorized Representative:

Title:

Date:

If you prefer not to return the questionnaire with an electronic signature, please print and sign.