



Please provide the following with your completed application:

- Copy of annual budget
- Plot plan or diagram of the community
- Insurance company loss runs for the past three years, including D&O, within 30 days of binding or no known loss letter for 3 previous years and current year
- Premium history by coverage line for the last three years
- Pictures, if available
- Property schedule
- Tenant list, if commercial

Submit completed/signed application to your TCAP underwriter

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- 1) Effective date of coverage requested? _____
- 2) Legal name of community association: _____
- 3) Physical address: _____
City: _____ County: _____ State: _____ ZIP code: _____
- 4) Management firm: _____
- 5) Property manager: _____
- 6) Address: _____
City: _____ State: _____ ZIP code: _____
- 7) Phone number: _____
- 8) Email address: _____
- 9) Federal ID # (needed prior to binding): _____
- 10) Property manager's management role: onsite portfolio
- 11) Property manager's availability: regular business hours 24/7
- 12) Is management company AAMC designated: yes no
- 13) Property manager designation: PCAM LSM CIRMS n/a
- 14) Community web address: _____
- 15) Does Association produce a newsletter or other similar publication? yes no
- 16) Year Association was established/incorporated: _____
- 17) Year community was built: _____
- 18) Has the association ever filed bankruptcy? yes no
- 19) Type of community (single-family, condo, townhouse, co-op, duplex): _____
- 20) Number of stories: _____
- 21) Number of elevators: _____
- 22) Has the Association been continuously insured for all lines of coverage since its inception? yes no
- 23) If not, explain reason that insurance was not maintained: _____

- 24) Has there been more than \$10,000 in losses for any line of coverage in the past three years? yes no
If yes, then provide written explanation: _____
- 25) Is Scottsdale Insurance Company the incumbent carrier on any lines of coverage? yes no

PROPERTY

- 26) Current replacement cost per building (provide separate schedule if needed):

- 27) Build out replacement cost per building if new construction (provide separate schedule if needed):_____
- 28) Personal property value:_____
- 29) Outdoor property value: _____
- 30) Carport property value: _____
- 31) Misc. property value:_____
- 32) Total property to insure:_____
- 33) Number of buildings:_____
- 34) Square footage of buildings:_____
- 35) What percent of square footage is commercial? 0% 1-5% 6-15% 16+%
- 36) How were the values determined?_____
- 37) Construction of buildings?_____
- 38) Any construction use of EI ES (Exterior Finish System)? yes no
- 39) ISO fire protection class:_____
- 40) Fire protection sprinklers: yes no
- 41) Fire alarms: yes no
- 42) Roof construction:_____
- 43) Roof type:_____ If tile, are the tiles Metal or Concrete? _____
- 44) If the community is more than 15 years old, what year were each of the following updated?
a) Wiring:_____ b) Plumbing:_____ c) Roof:_____ d) HVAC:_____
- 45) Deductible requested:_____ Separate wind/hail deductible? yes no
If yes, what amount? _____
- 46) Is there aluminum wiring? yes no if yes, is it pigtailed? yes no

GENERAL LIABILITY

- 47) Current number of units:_____
- 48) Total number of units at build-out:_____
- 49) Number of units rented:_____
- 50) Number of units vacant:_____
- 51) Number of units foreclosed:_____
- 52) Number of units time-share:_____

Athletic Amenities n/a

- 53) Total number of sport courts (basketball/tennis/volleyball):_____
 - a) Number of basketball courts:_____
 - b) Number of tennis courts:_____
 - c) Number of volleyball courts:_____
 - d) Gyms or fitness centers? yes no If yes, then square footage:_____
- 54) Number of saunas/steamrooms:_____
- 55) Does Association sponsor any teams or events? yes no
- 56) What other amenities: n/a driving range fishing golf course other
If other, then name amenity(ies):_____

Building Specific n/a

- 57) Number of exits per building:_____
- 58) Emergency lighting: yes no
- 59) Evacuation plan posted: yes no
- 60) Are clubhouses available for rent to owners: yes no n/a

Non-owners?

yes no n/a

61) Fire sprinklers or standpipes:

yes no

Commercial

62) If applicable, attach commercial tenant list.

Maintenance Contractors or Third Party Contractors of the Association

63) Re-written contracts in place?

yes no

64) Is Association added as an Additional Insured under contracts?

yes no

65) Are certificates of insurance obtained?

yes no

If yes, are limits at least \$1M Occ/\$2M Agg?

yes no

66) What is average annual contract budget? _____

67) Who is responsible for supervising/managing any construction work that is performed by or on behalf of the Association? _____

Lakes/Ponds n/a

68) Number of lakes or ponds (Note: If zero, then proceed to question 72): _____

69) Lake public or private: public private

70) Any lake or pond larger than 10 acres:

yes no

71) Are lakes/ponds used for recreation?

yes no

72) If used for recreation, are there set rules?

yes no

73) Are warning signs posted?

yes no

74) Number of beaches: _____

75) Number of docks or boat slips: _____

76) Are docks full service (gas, shop, etc.)?

yes no n/a

77) Does the Association provide any recreational watercraft?

yes no n/a

Pools/Spas n/a

78) Number of pools/spas (Note: If zero, the proceed to "Playgrounds" section): _____

79) Lifeguards on duty:

yes no

80) Pool rules posted:

yes no

81) Compliant with Virginia Graeme Baker Act: (pool drain anti-suction device)

yes no

82) Pool fenced:

yes no

83) Self-closing gates:

yes no

84) Depth markers:

yes no

85) Pool maintenance done by qualified person or outside service:

yes no

86) Diving boards:

yes no

87) 1 meter or less:

yes no

88) Water slides:

yes no

89) 10 feet or less:

yes no

Playgrounds n/a

90) Number of playgrounds: _____

91) Protective surface:

yes no n/a

Roads n/a

92) Public or private: public private

93) If roads are private, number of miles: _____

94) If roads are private, who maintains: _____

Security n/a

- 95) Security guard on site: yes no
- 96) Is security guard a contractor or employee of Association? contractor employee
- 97) Is security guard armed? yes no n/a

DIRECTORS & OFFICERS n/a

- 98) Any possible assessments pending? yes no
If yes, then provide written explanation: _____
- 99) Any past assessments? yes no
If yes, then provide written explanation: _____
- 100) Does developer control the board? yes no
- 101) Does any one person or entity (other than developer while being held for sale) own more than 15% of units? yes no
- 102) Percentage of owners with delinquent dues? 0-15% 16% or greater
- 103) Has the board taken any action against any unit owner(s) in the last 5 years? yes no
If yes, then provide written explanation: _____
- 104) Number of Association employees: _____
- 105) Is there a positive fund balance? yes no

CRIME COVERAGE n/a

- 106) Financial statement prepared annually: yes no If yes, who prepares: _____
- 107) Is a counter signature required on all checks? yes no n/a
- 108) Are bank accounts reconciled by someone not authorized to withdraw or deposit funds? yes no
- 109) Does the property manager carry crime coverage? yes no n/a (no property manager)
- 110) Does the Association required greater than \$100,000 employee theft limits? yes no
If yes, what amount: _____
- 111) Do board members or employees who reconcile monthly bank statements also sign checks? yes no
- 112) Is an authorized vendor list utilized to assist in detecting payments to fictitious suppliers? yes no
- 113) Is employee theft limit equal to a minimum 3-month aggregate assessment on all units plus reserve funds? yes no
- 114) Are the following minimum limits acceptable:
- a) \$100,000 Employee Theft: yes no If no, limit requested: _____
 - b) \$25,000 Computer Fraud: yes no If no, limit requested: _____
 - c) \$25,000 Forgery or Alteration: yes no If no, limit requested: _____
 - d) \$25,000 Funds Transfer Fraud: yes no If no, limit requested: _____
 - e) \$25,000 Money Orders & Counterfeit Currency: yes no If no, limit requested: _____
 - f) \$5,000 Theft Inside Premises: yes no If no, limit requested: _____
 - g) \$5,000 Theft Outside Premises: yes no If no, limit requested: _____

UMBRELLA n/a

- 115) Limit requested: _____
- 116) Does this community currently carry an umbrella policy? yes no

ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR ANOTHER 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 THE PERSON TO CRIMINAL AND (NY: SUBSTANTIAL) CIVIL PENALTIES. (NOT APPLICABLE IN CO, HI, NE, OH, OK, OR, VT, IN, DC, LA, ME AND VA, INSURANCE BENEFITS MAY ALSO BE DENIED)

Applicant/Property Manager Signature: _____ Date: _____

Producer's Signature: _____ Date: _____