



CONTRACTORS APPLICATION

APPLICANT			DATE
ADDRESS			
CITY		STATE	ZIP
TELEPHONE		WEB ADDRESS	
Company is an: <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> JOINT VENTURE <input type="checkbox"/> OTHER			
PLEASE SUBMIT THE FOLLOWING INFORMATION IN ADDITION TO THIS APPLICATION:			
1) Statement of Qualifications (SOQ) including resumes.			
2) Most recent income statement and balance sheet.			
3) Three years of currently valued loss runs.			
4) Project Description – Supplemental Page or Form 254.			
COVERAGE REQUESTED:			
<input type="checkbox"/> CONTRACTOR'S POLLUTION LIABILITY	Limits _____	Deductible _____	Retroactive date __/__/__
<input type="checkbox"/> PROFESSIONAL LIABILITY	Limits _____	Deductible _____	Retroactive date __/__/__
Company History			
Date Established:			
1. Have there been any mergers, acquisitions, consolidations or dissolution? If yes, explain:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Does the firm have: <input type="checkbox"/> Subsidiaries <input type="checkbox"/> Parent Company <input type="checkbox"/> Other Related Entities (If yes, explain):			
3. Do you share employees (if yes, explain)?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Prior Liability Carrier Information			
Contractors Pollution Liability		Professional Liability	
None: <input type="checkbox"/>		None: <input type="checkbox"/>	
Occurrence _____	Claims Made _____	Occurrence _____	Claims Made _____
Carrier _____		Carrier _____	
Limit of Liability _____		Limit of Liability _____	
Deductible _____		Deductible _____	
Premium _____		Premium _____	
Expiration Date _____		Expiration Date _____	
Retroactive Date _____		Retroactive Date _____	
4. Has any carrier ever refused to renew or instigated cancellation with respect to a liability policy issued to the Applicant, a predecessor in business, or a person, firm or organization for whom the Applicant has assumed the liabilities of has a liability policy issued to any of the aforementioned ever been cancelled at the instigation of any premium finance company? <input type="checkbox"/> Yes <input type="checkbox"/> No (provide details below)			

5. Staff: Specify the total number of staff as follows

- | | | | |
|---|-------|---------------------------------------|-------|
| a. Contractors | _____ | d. Technicians, Inspectors, Surveyors | _____ |
| b. Engineers | _____ | e. Other: _____ | _____ |
| c. Clerical, Admin and Accounting Employees | _____ | Total: | _____ |

Please attach all key person's resumes, certifications and licenses.

6. Specify the approximate percentage of services provided by the Applicant for each of the following categories of Clientele. The total must equal 100%

- | | | | |
|-------------------------|--------|--------------------------------|--------|
| a. Commercial | _____% | f. Industrial | _____% |
| b. Contractors | _____% | g. Residential – Single Family | _____% |
| c. Design Professionals | _____% | h. Residential – Multi Family | _____% |
| d. Developers | _____% | i. Utilities | _____% |
| e. Governmental | _____% | j. Other: _____ | _____% |

Business Practices

7. Does the Applicant use a standard written contract with its clients: Yes No (If yes, please answer the following & include a copy of your standard contract)

a. Does the form contain a limitation of liability clause? Yes No (If yes, to what extent is liability limited?) _____

b. Does the form contain any of the following:

- | | |
|---|---|
| _____ Hold Harmless Clause | _____ Right of Entry Clause |
| _____ Undiscovered Hazardous Materials Clause | _____ Limitation of Consequential Damages |
| _____ Subsurface Structure Clause | _____ Ownership of Documents Clause |
| _____ Detailed Scope of Services | |

c. What percentage of your projects are contracted using:

- | | |
|----------------------------------|--------|
| The Applicants standard contract | _____% |
| A letter of agreement | _____% |
| A client's contract form | _____% |
| Verbal agreement | _____% |
| Other: _____ | _____% |

8. Are subconsultants and subcontractors hired under a written, standard subcontract?

Yes No (Please attach a copy)

9. Do you have established relationships with sub-contractors?

Yes No

10. How do you select your subcontractors?

Describe the minimum insurance requirements:

- | | |
|---------------------------------------|----------|
| General Liability | \$ _____ |
| Professional Liability | \$ _____ |
| Contractors Pollution Legal Liability | \$ _____ |

11. How are non-standard client agreements reviewed?

Attorney: Outside Attorney: In-house Staff (Please Describe)

12. Does your firm have written quality control procedures? (If yes, please include the table of contents with this application) Yes No

Business Practices - continued

13. Does your firm have a written health and safety procedures? (If yes, please include the table of contents with this application) Yes No
14. Does your firm have a confined space protocol? (If yes, please include the table of contents with this application) Yes No

Gross Revenue:

15. Enter firm's gross revenue for the last three years below:
 Fiscal Year Period: _____ to _____
 \$ _____ Estimated gross revenue for the upcoming year
 \$ _____ 1st prior year's revenue
 \$ _____ 2nd prior year's revenue
16. What percentage of estimated receipts is subcontracted to others _____% (Describe services below)

17. Detail geographical extent of operations: % Domestic: _____ % Foreign: _____
 Please provide geographical locations of all foreign projects: _____

18. Please provide percentage of gross revenue derived from the following operations:

Services (amounts must total 100%)

Bridge construction	_____%	Metal erection	_____%
Carpentry	_____%	Painting	_____%
Concrete	_____%	Paving	_____%
Dismantling	_____%	Pesticide/herbicide application	_____%
Dredging	_____%	Pile driving	_____%
Drilling	_____%	Pipeline installation/construction	_____%
Drilling – not oil and gas production	_____%	Plumbing – commercial/residential	_____%
Electrical	_____%	Rigging/stevedoring	_____%
Fencing	_____%	Road construction	_____%
Foundations	_____%	Roofing – Commercial	_____%
General contracting (Please Describe)	_____%	Roofing – residential	_____%
HVAC	_____%	Sampling	_____%
Interior Demolition	_____%	Soil excavation/grading	_____%
Landscaping	_____%	Street cleaning	_____%
Masonry	_____%	Tunneling	_____%
Maintenance/Janitorial	_____%	Other (please describe)	_____%
Mechanical construction	_____%		_____%

Claims, Circumstances, Incidents & Loss History

19. In the past 3 years, has any claim, suit, or notice of incident been made against your firm, a predecessor firm or an organization for which your firm has assumed liabilities? Yes No

(If yes, please provide details)

- Date when claim, suit or notice was made
- Date the act, error, omission for occurrence that gave rise to the claim, suit or notice was committed
- Name of the claimant
- Nature of the claim, suit or notice
- Amount of the initial demand
- Maximum amount of reserves established
- Final disposition (including amount of settlement payment)

20. In the past 3 years, has any member of your firm or a related entity aware of any circumstances that could result in a claim, suit or notice of incident being brought against them? Yes No

If yes, please provide full details on the same basis as the above requirements (use additional paper if necessary)

21. In the past 3 years has any member of your firm, predecessor or any entity your firm wholly or partly owns, manages and/or controls ever been the subject of a disciplinary action as a result of their professional activities? Yes No

If yes, please provide details (use additional paper if necessary)

FRAUD WARNING

NOTICE TO ALABAMA, ALASKA, ARIZONA, ARKANSAS, CONNECTICUT, DELAWARE, GEORGIA, IDAHO, ILLINOIS, INDIANA, IOWA, KANSAS, MARYLAND, MASSACHUSETTS, MICHIGAN, MINNESOTA, MISSISSIPPI, MISSOURI, MONTANA, NEBRASKA, NEVADA, NEW HAMPSHIRE, NORTH CAROLINA, NORTH DAKOTA, OREGON, RHODE ISLAND, SOUTH CAROLINA, SOUTH DAKOTA, TEXAS, UTAH, VERMONT, WASHINGTON, WEST VIRGINIA, WISCONSIN, AND WYOMING APPLICANTS: In some 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, for the purpose of misleading, conceals information concerning any fact material thereto, may commit a fraudulent insurance act which is a crime in many states.

NOTICE TO CALIFORNIA APPLICANTS: *In some 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, for the purpose of misleading, conceals information concerning any fact material thereto, may commit a fraudulent insurance act which is a crime in many states.*

NOTICE TO COLORADO APPLICANTS: "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 policy holder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claiming with regard to a settlement or award payable for insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies."

NOTICE TO DISTRICT OF COLUMBIA APPLICANTS: WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

NOTICE TO FLORIDA APPLICANTS: "Any person who knowingly and with intent to injure, defraud or deceive any insurance company files a statement of claim containing any false, incomplete or misleading information is guilty of a felony of the third degree."

NOTICE TO HAWAII APPLICANTS: *"For your protection, Hawaii law requires you to be informed that presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both."*

NOTICE TO KENTUCKY APPLICANTS: "Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance 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."

NOTICE TO LOUISIANA APPLICANTS: "Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison."

NOTICE TO MAINE APPLICANTS: "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, or denial of insurance benefits."

NOTICE TO NEW JERSEY APPLICANTS: "Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties."

NOTICE TO NEW MEXICO APPLICANTS: "Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties."

NOTICE TO OHIO APPLICANTS: "Any person who, with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud."

NOTICE TO OKLAHOMA APPLICANTS: **“WARNING:** Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes a any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

NOTICE TO PENNSYLVANIA APPLICANTS: “Any person who knowingly and with intent to defraud any insurance company, or other person, files an application for insurance or statement of a 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 civil penalties.”

NOTICE TO TENNESSEE APPLICANTS: “It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

NOTICE TO TEXAS APPLICANTS: *In some 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, for the purpose of misleading, conceals information concerning any fact material thereto, may commit a fraudulent insurance act which is a crime in many states.*

NOTICE TO VIRGINIA APPLICANTS: “It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

The applicant represents that the above statements and facts are true and that no material facts have been suppressed or misstated.

Completion of this form does not bind coverage. Applicant’s acceptance of the company’s quotation is required prior to binding coverage and policy issuance.

All written statements and materials furnished to the company in conjunction with this application are hereby incorporated by reference into this application and made a part hereof.

NOTICE TO NEW YORK APPLICANTS: *“Any person who knowingly and with intent to defraud an 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 shall also be subject to a civil penalty not to exceed \$5,000 and the stated value of the claim for each such violation.”*

Applicant: _____ Title: _____

FEIN #: _____

Applicant’s Signature: _____ Date: _____

Agent / Broker Name: _____

The applicant further acknowledges that the answers provided herein are based on a reasonable inquiry and/or investigation.

PROJECT DESCRIPTION - SUPPLEMENTAL PAGE

1 Project Name/Client

Services Provided:

Value of Completed Project Gross Revenue

Project Completion Date:

2 Project Name/Client

Services Provided:

Value of Completed Project Gross Revenue

Project Completion Date:

3 Project Name/Client

Services Provided:

Value of Completed Project Gross Revenue

Project Completion Date:

4 Project Name/Client

Services Provided:

Value of Completed Project Gross Revenue

Project Completion Date:

5 Project Name/Client

Services Provided:

Value of Completed Project Gross Revenue

Project Completion Date:

6 Project Name/Client

Services Provided:

Value of Completed Project Gross Revenue

Project Completion Date:

7 Project Name/Client

Services Provided:

Value of Completed Project Gross Revenue

Project Completion Date:

8 Project Name/Client

Services Provided:

Value of Completed Project Gross Revenue:

Project Completion Date:

9 Project Name/Client

Services Provided:

Value of Completed Project Gross Revenue:

Project Completion Date:

10 Project Name/Client

Services Provided:

Value of Completed Project Gross Revenue:

Project Completion Date: