



3. Are sales personnel employees or independent contractors? \_\_\_\_\_  
If independent contractors, please provide us with a sample contract.

Please complete the following if you manage properties:

- (a) Is a budget plan prepared for each property managed? \_\_\_\_\_  
If not, explain \_\_\_\_\_
- (b) Is firm involved in space merchandising? \_\_\_\_\_ If yes,  
please give details \_\_\_\_\_
- (c) Are credit reports obtained on prospective tenants? \_\_\_\_\_  
If so, explain \_\_\_\_\_
- (d) Are you responsible for negotiating, effecting or  
maintaining insurance coverage on properties managed? \_\_\_\_\_  
If yes, explain \_\_\_\_\_  
\_\_\_\_\_
- (e) Indicate percentage of management fees derived from  
commercial property:  
Commercial \_\_\_\_\_% Residential \_\_\_\_\_%
- (f) Attach a sample property management contract/agreement.
4. Does the applicant or any person for whom insurance is being  
requested have any ownership or equity interest in any  
property being managed or held for sale? ( ) YES ( ) NO If  
YES, please attach a schedule of such properties and interests.
5. Do you offer any home warranty/protection plans? ( ) YES ( ) NO  
If YES, advise name of plans and percentage of transactions  
involving such plans.

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6. Do you have procedures in place designed to prevent fair housing claims? ( ) Yes ( ) No  
If Yes, please describe.

7. Do you wish to have a quote including fair housing coverage?  
( ) Yes ( ) No

It is understood and agreed that this supplemental application shall become part of the application for Professional Liability Errors & Omissions Insurance.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of person authorized  
to execute on behalf of the  
Applicant