AGENCY CUSTOMER ID: _____

LOC #: _____

APARTMENT BUILDING SUPPLEMENT

COMPLETE THIS SUPPLEMENT FOR EACH APPLICABLE LOCATION

DATE (MM/DD/YYYY)

AGENCY	CARRIER	NAIC CODE

POLICY NUMBER	EFFECTIVE DATE	NAMED INSURED / APPLICANT

CRIMINAL INCIDENTS

	Y / N
1. DOES MANAGEMENT ADVISE RESIDENTS AND PROSPECTIVE RESIDENTS OF ALL REPORTED CRIMINAL ACTIVITY THAT HAS TAKEN PLACE ON THE PROPERTIES? (If "YES", explain how this is done)	

GENERAL INFORMATION

EXPLAIN ALL "YES" RESPONSES UNLESS STATED OTHERWISE	Y / N
1. IS APPLICANT A REAL ESTATE OR PROPERTY MANAGEMENT COMPANY? (No explanation needed)	
2. ARE ANY OF THE BUILDINGS RESIDENTIAL RETIREMENT FACILITIES OR ASSISTED LIVING FACILITIES? (No explanation needed)	
3. ARE ANY OF THE BUILDINGS NURSING / CONVALESCENT HOMES? (No explanation needed)	
4. ARE ANY OF THE BUILDINGS HOUSING AUTHORITIES OR DO THEY INCLUDE SUBSIDIZED HOUSING? (If "YES", provide the following):	

UNITS SUBSIDIZED PER LOCATION	EXPLANATION
%	

5. ARE THERE BUILDINGS UNDER CONSTRUCTION OR BEING REMODELED? (If "YES", provide both of the following):	
a. ARE ANY BUILDINGS BEING REMODELED FOR CONVERSION TO CONDOMINIUMS AND/OR TOWNHOUSES? (No explanation needed)	

b. TYPE OF WORK BEING DONE	COST OF RENOVATION	SUBCONTRACTED WORK COST
	$	$

MAINTENANCE

IDENTIFY RESPONSIBLE PARTY FOR THE FOLLOWING:					OUTSIDE CONTRACTOR NAME
JANITORIAL		EMPLOYEE		OUTSIDE CONTRACTOR	
LAWN CARE		EMPLOYEE		OUTSIDE CONTRACTOR	
SNOW REMOVAL		EMPLOYEE		OUTSIDE CONTRACTOR	
UPKEEP OF SIDEWALKS AND DRIVEWAYS		EMPLOYEE		OUTSIDE CONTRACTOR	

	Y / N
1. ARE CERTIFICATES ON FILE FOR OUTSIDE CONTRACTORS? (No explanation needed)	
2. IS APPLICANT NAMED AS AN ADDITIONAL INSURED ON OUTSIDE CONTRACTOR'S POLICY? (No explanation needed)	

RECREATIONAL EXPOSURES

NUMBER OF:

	BASEBALL FIELDS		CLUBHOUSES _____ Sq. Ft.		RACQUETBALL COURTS		STREETS / ROADS _____ Miles
	BASKETBALL COURTS		LAKES / PONDS _____ Acres		SAUNAS		TENNIS COURTS
	BEACHES		PARKS _____ Acres		SHOOTING RANGES		VOLLEYBALL COURTS
	BIKE TRAILS _____ Miles		PLAYGROUND		SPA / HOT TUBS		
	BOAT SLIPS		POOLS (Complete Pool Section)		STABLES		

	Y / N
1. ARE THESE AVAILABLE TO NON-RESIDENTS FOR A FEE? (If "YES", provide the following): ANNUAL RECEIPTS: $	
2. ARE THERE ANY SWIMMING POOLS, WADING POOLS, HOT TUBS AND/OR SPAS ON ANY OF THE PROPERTIES? (If "YES", provide the following):	
a. ARE THE SWIMMING POOLS, WADING POOLS, HOT TUBS AND/OR SPAS IN COMPLIANCE WITH THE FEDERAL VIRGINIA GRAEME BAKER POOL AND SPA SAFETY ACT? (If "NO", explain)	

MASTER KEYS AND LOCKS

1. HOW DOES MANAGEMENT HANDLE THE MONITORING OF MASTER KEYS?					
2. HOW ARE LOCKS HANDLED UPON VACANCY OF RESIDENTS?		RE-KEYED		CHANGED COMPLETELY	

REMARKS (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

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AGENCY CUSTOMER ID: _____

LOC #: _____

POOLS

EXPLAIN ALL "YES" RESPONSES UNLESS STATED OTHERWISE	Y / N
1. IS THERE A SWIMMING POOL? (If "YES", complete the remainder of this section)	

LOCATION OF POOLS

POOL #	DESCRIPTION	POOL #	DESCRIPTION

	POOL #	POOL #	POOL #	POOL #
2. IS POOL LOCATED ON ROOF? (No explanation needed)				
3. IS THE POOL AREA INDOOR OR COMPLETELY SURROUNDED BY BUILDING WALLS / COURTYARD? (If "YES", skip next question)				
4. IS THE POOL AREA COMPLETELY SURROUNDED BY A FENCE? If "YES", provide height.				
a. WHAT IS THE HEIGHT OF THE FENCE?	ft.	ft.	ft.	ft.
5. ARE GATES OR DOORS OPENING INTO THE POOL AREA EQUIPPED WITH A SELF-CLOSING AND SELF-LATCHING DEVICE? (No explanation needed)				
6. HOW MANY DIVING BOARDS EXIST AT EACH POOL?				
a. WHAT IS THE HEIGHT OF THE TALLEST DIVING BOARD?	ft.	ft.	ft.	ft.
7. HOW MANY SLIDES EXIST AT EACH POOL?				
a. WHAT IS THE HEIGHT OF THE TALLEST SLIDE?	ft.	ft.	ft.	ft.
8. IS THERE UNDERWATER LIGHTING? (No explanation needed)				
9. ARE THERE STEPS INTO THE SHALLOW END WITH HANDRAILS? (No explanation needed)				
10. IS THERE A LADDER AT THE DEEP END WITH HANDRAILS? (No explanation needed)				
11. ARE THE DEPTH MARKINGS CLEARLY SHOWN? (No explanation needed)				
12. ARE WARNING SIGNS AND RULES POSTED AND CLEARLY VISIBLE? (If "YES", provide text from signs / rules in "REMARKS" or attach photo of signs / rules)				
13. IS RESCUE EQUIPMENT, INCLUDING BUOY AND 12-FT POLE OR SHEPHERD'S HOOK, AVAILABLE POOLSIDE? (No explanation needed)				

14. ARE LIFEGUARDS PRESENT DURING POOL HOURS?	
a. WHO PROVIDES THE LIFEGUARDS? ☐ APPLICANT ☐ OUTSIDE POOL MANAGEMENT COMPANY	
b. IF OUTSIDE MANAGEMENT COMPANY, ARE CERTIFICATES ON FILE? (No explanation needed)	
c. IS APPLICANT NAMED AS AN ADDITIONAL INSURED ON OUTSIDE MANAGEMENT COMPANY'S POLICY? (No explanation needed)	
15. WHO MAINTAINS POOL(S)? ☐ APPLICANT ☐ OUTSIDE CONTRACTOR	
a. IF OUTSIDE CONTRACTOR, ARE CERTIFICATES ON FILE? (No explanation needed)	
b. IS APPLICANT NAMED AS AN ADDITIONAL INSURED ON OUTSIDE MANAGEMENT COMPANY'S POLICY? (No explanation needed)	

REMARKS (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

AGENCY CUSTOMER ID: _____

LOC #: _____ BLDG #: _____

☐ **Information on this page applies to all buildings at this location**

NUMBER OF UNITS PER LOCATION: _____

APARTMENT BUILDING INFORMATION

OCCUPANCY TYPE (Check at least one or all that apply)

☐	APARTMENT BUILDING	☐	APARTMENT HOTEL / TIME SHARE	☐	2 FAMILY DWELLING	☐	4 FAMILY DWELLING ☐
☐	GARDEN APARTMENTS	☐	1 FAMILY DWELLING	☐	3 FAMILY DWELLING	☐	BOARDING / ROOMING HOUSE

OWNED SINCE (YYYY):	TOTAL NUMBER OF UNITS:	UNIVERSITY / COLLEGE STUDENTS AS TENANTS: %

RENT PER UNIT	1 BEDROOM	2 BEDROOM	3 BEDROOM	OTHER TYPE:
	$	$	$	$

FIRE PROTECTION

1. IS THE BUILDING SPRINKLERED?	☐ NO	☐ ALL UNITS	☐ COMMON AREAS ONLY	
2. ARE THERE FIRE EXTINGUISHERS?	☐ NO	☐ ALL UNITS	☐ COMMON AREAS ONLY	
a. FIRE EXTINGUISHERS CHECKED:	☐ ANNUALLY	☐ SEMI-ANNUALLY	☐	
3. ARE THERE SMOKE DETECTORS IN EACH UNIT?	☐ NO	☐ BATTERY OPERATED	☐ HARD WIRED	
a. SMOKE DETECTORS CHECKED:	☐ ANNUALLY	☐ SEMI-ANNUALLY	☐	

# FIRE DIVISIONS:	# UNITS PER FIRE DIVISION:

SECURITY

1. SECURITY (Check all that apply):	☐ NONE	☐ SECURITY GUARDS	☐ GATED ACCESS	☐ BUILDING ACCESS
2. IF APPLICABLE, SECURITY GUARDS ARE (Check all that apply):	☐ ARMED	☐ UNARMED	☐ EMPLOYEES OF MANAGEMENT	☐ INDEPENDENT CONTRACTORS

	Y / N
3. IF INDEPENDENT CONTRACTORS, ARE CERTIFICATES ON FILE? (No explanation needed)	
4. IS APPLICANT NAMED AS AN ADDITIONAL INSURED ON INDEPENDENT CONTRACTOR'S POLICY? (No explanation needed)	
5. IS SECURITY 24 HOURS? (No explanation needed)	

6. WHAT ARE THE GUARDS RESPONSIBLE FOR? (Check all that apply): ☐ RESIDENTS' SAFETY ☐ COMPLEX AND AMENITIES

GATED SECURITY (Answer Questions 7 - 11) — Y / N

7. IF GATED, IS ENTIRE APARTMENT COMPLEX GATED? (No explanation needed)

8. HOW IS ACCESS OBTAINED? (Check all that apply): ☐ CARD ☐ GUARD AT GATE ☐ SECURITY CODE ☐

9. WHO IS GIVEN ACCESS? (Check all that apply):
☐ RESIDENTS ☐ EMPLOYEES ☐ PROPERTY MANAGER ☐ MAINTENANCE STAFF / CONTRACTOR ☐

10. IS THERE A POLICY IN PLACE FOR CHANGING SECURITY CARDS OR SECURITY CODES? (If "YES", explain) — Y / N

11. IS THERE A PROCEDURE IN PLACE IF THE GATE IS NOT WORKING? (If "YES", describe the procedure)

BUILDING ACCESS (Answer Questions 12 - 14)

12. IF BUILDING ACCESS IS RESTRICTED, HOW IS ACCESS OBTAINED? (Check all that apply):
☐ CARD KEY ☐ INTERCOM ☐ SECURITY CODE ☐ DOORMAN ☐ SECURITY GUARD ☐ VIDEO ☐

13. WHO IS GIVEN ACCESS? (Check all that apply):
☐ RESIDENTS ☐ EMPLOYEES ☐ PROPERTY MANAGER ☐ MAINTENANCE STAFF / CONTRACTOR ☐

14. IS THERE A POLICY IN PLACE FOR CHANGING SECURITY CARDS OR SECURITY CODES? (If "YES", explain) — Y / N

IF SECURITY ALARMS ARE PRESENT (Answer Questions 15 - 17)

15. ARE ALARM SYSTEMS IN EVERY UNIT? (No explanation needed)

16. ARE THE RESIDENTS SHOWN HOW TO OPERATE THE ALARM SYSTEMS? (No explanation needed)

17. WHO MONITORS THE ALARMS?

18. IF RESIDENTS' DOORS OR WINDOWS CONTAIN ANY OF THE FOLLOWING (Check all that apply):
☐ VIEW WINDOW / PEEPHOLE ☐ BARS ON WINDOWS ☐
☐ LOCK PINS FOR WINDOWS / SLIDING GLASS DOORS ☐ DEAD BOLTS