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MIXED USE SUPPLEMENTAL QUESTIONNAIRE

Clear Form

APPLICANT'S NAME
LOCATION

Buildings which allow smoking, no insurance for commercial tenants (insurance preferred for apartment tenants,) or ineligible tenants including manufacturing operations, adult-themed businesses, bars/taverns, auto repair, dispensaries, tattoo parlors, pawn shops, fast food restaurants may disqualify coverage.

A. GENERAL INFORMATION

1. DESCRIBE THE COMMERCIAL OCCUPANCIES. (If more than five, please attach a supplemental list)

TENANT NAME	DESCRIPTION OF OCCUPANCY	% / AREA

2. PERCENT VACANT: % **3.** YEARS EXPERIENCE AS COMMERCIAL PROPERTY OWNER

4. IS A PROFESSIONAL PROPERTY MANAGER INVOLVED? ☐ YES ☐ NO

5. ANY HABITATIONAL EXPOSURE? ☐ YES ☐ NO IF YES, HOW MANY UNITS?

6. DOES APPLICANT HAVE ANY TAX LIENS, PAST DUE ACCOUNTS, OR PRIOR / PENDING BANKRUPTCY?
☐ YES ☐ NO

IF YES, EXPLAIN:

7. ANY OUTSTANDING INSURANCE COMPANY LOSS CONTROL RECOMMENDATIONS? ☐ YES ☐ NO

8. FIRE DEPARTMENT LAST INSPECTION ANY OUTSTANDING RECOMMENDATIONS? ☐ YES ☐ NO

9. PLEASE DESCRIBE ANY UNRESOLVED RECOMMENDATIONS FROM #7 OR #8 ABOVE:

B. HABITATIONAL

10. MONTHLY RENTAL RANGE $ - $

11. ANY TIMESHARE OR SHORT TERM RENTALS? ☐ YES ☐ NO

HABITATIONAL continued

12. ARE ALL TENANTS SCREENED PRIOR TO LEASING? ☐ YES ☐ NO
IF YES, *ARE RENTAL REFERENCES CHECKED*? ☐ YES ☐ NO
CREDIT CHECK? ☐ YES ☐ NO *EMPLOYMENT HISTORY?* ☐ YES ☐ NO
CRIMINAL CHECK? ☐ YES ☐ NO

13. IS THERE A RESIDENT MANAGER? ☐ YES ☐ NO # YEARS EXPERIENCE:

14. IS BACKGROUND CHECKED ON MANAGER? ☐ YES ☐ NO

15. HOW OFTEN DOES MANAGER/OWNER PHYSICALLY INSPECT RESIDENTIAL UNITS
☐ ANNUAL ☐ SEMI-ANNUAL ☐ OTHER *(DESCRIBE):*

16. DO BUILDING COMMON AREAS HAVE FIRE EXTINGUISHERS? ☐ YES ☐ NO LAST TAGGED?

17. ANY UNITS HAVE WORKING FIRE PLACES? ☐ YES ☐ NO *HOW OFTEN CHIMNEY SWEPT?*

18. ARE WOOD STOVES USED ON THE PREMISES? ☐ YES ☐ NO
IF YES, PROFESSIONALLY INSTALLED? ☐ YES ☐ NO *HOW OFTEN CHIMNEY SWEPT?*

19. ARE SPACE HEATERS USED OR ALLOWED? ☐ YES ☐ NO
IF YES, ARE THEY PROVIDED BY APPLICANT? ☐ YES ☐ NO

20. ARE RESIDENTS ALLOWED TO USE BBQ GRILLS? ☐ YES ☐ NO
IF YES, DO BUILIDING RULES HAVE CLEAR SPACE REQUIREMENTS OF 10 FEET OR MORE? ☐ YES ☐ NO

21. LAUNDRY FACILITIES? ☐ YES ☐ NO *LOCKED?* ☐ YES ☐ NO
HOW OFTEN INSPECTED? *HOW OFTEN ARE LINT TRAPS CLEANED?*
ARE DRYER VENTS CLEANED ANNUALLY? ☐ YES ☐ NO

22. ANY PRIVATE SECURITY? ☐ YES ☐ NO DETAILS:

23. ARE PETS ALLOWED? ☐ YES ☐ NO TYPES:

24. SECURITY
ARE LOCKS CHANGED WHEN TENANTS CHANGE? ☐ YES ☐ NO
DO INDIVIDUAL UNIT DOORS HAVE PEEPS AND DEADBOLTS? ☐ YES ☐ NO

25. WINTER SAFETY
DO YOU HAVE FORMAL PROCEDURES IN PLACE FOR SNOW AND ICE REMOVAL? ☐ YES ☐ NO
WHO IS RESPONSIBLE FOR SNOW AND ICE REMOVAL? ☐ TENANT ☐ OWNER OR PROPERTY MANAGER

26. STUDENT HOUSING ☐ YES ☐ NO *IF YES, COMPLETE THE FOLLOWING:*
FRATERNITY OR SORORITY? ☐ YES ☐ NO
PERCENTAGE OF STUDENTS? % *UNDERGRADS*? % *GRADUATES?* %
OWNER'S EXPERIENCE WITH STUDENT HOUSING?
IS OWNER LOCAL? ☐ YES ☐ NO
DO STUDENTS HAVE ACCIDENT/MEDICAL INSURANCE? ☐ YES ☐ NO
ARE CANDLES ALLOWED? ☐ YES ☐ NO

C. PROPERTY

27. WHEN WAS THE LAST TIME THE FOLLOWING WERE UPDATED BY A QUALIFIED PERSON?

	DATE UPDATED	DESCRIBE UPDATES	FULLY REPLACED
ROOF			☐ YES ☐ NO
ELECTRIC			☐ YES ☐ NO
PLUMBING			☐ YES ☐ NO
HEATING			☐ YES ☐ NO

Full replacement of electrical includes replacement of electrical panels/breakers/fuses, disconnects and wiring inside walls/attics/foundations
Full replacement of plumbing defined as replacement of supply lines and waste/sewer, including those contained inside walls/foundations

28. BUILDING ELECTRICAL

KNOB & TUBE WIRING? ☐ YES ☐ NO

IF YES, ANY UPDATES? DESCRIBE:

ARE KITCHEN, LAUNDRY & BATHROOM EQUIPPED WITH GFI RECEPTACLES? ☐ YES ☐ NO

CIRCUIT BREAKERS? ☐ YES ☐ NO ANY FUSES? ☐ YES ☐ NO

ANY FEDERAL PACIFIC STAB-LOK PANELS? ☐ YES ☐ NO

ANY ZINSCO/GTE-SYLVANIA PANELS? ☐ YES ☐ NO

ALUMINUM WIRING? ☐ YES ☐ NO

IF ALUMINUM, ARE RECEPTACLES & SWITCHES FIXED USING THE COPALUM CRIMP METHOD? ☐ YES ☐ NO

29. DOES EACH TENANT AREA HAVE A FIRE EXTINGUISHER? ☐ YES ☐ NO LAST TAGGED?

30. SMOKE ALARMS IN EACH TENANT AREA? ☐ YES ☐ NO

☐ BATTERY ☐ HARDWIRED *IF BATTERY, LONG LIFE?* ☐ YES ☐ NO

WHO IS RESPONSIBLE FOR CHECKING BATTERIES? ☐ TENANT ☐ OWNER

HOW OFTEN CHECKED?

31. CARBON MONOXIDE DETECTORS IN EACH TENANT SPACE? ☐ YES ☐ NO

☐ BATTERY ☐ HARDWIRED *IF BATTERY, LONG LIFE?* ☐ YES ☐ NO

WHO IS RESPONSIBLE FOR CHECKING BATTERIES? ☐ TENANT ☐ OWNER

HOW OFTEN CHECKED?

32. EMERGENCY EXITS

POSTED EMERGENCY EXIT SIGNAGE? ☐ YES ☐ NO

ERGENCY EXITS OPEN WITHOUT A KEY? ☐ YES ☐ NO

33. IS THE BUILDING FULLY SPRINKLERED? ☐ YES ☐ NO

IF PARTIALLY SPRINKLERED, WHAT AREAS?

34. WHAT IS THE PRIMARY SOURCE OF HEAT FOR THE BUILDING?

☐ BOILER ☐ GAS/OIL CENTRAL HEAT ☐ ELECTRIC BASEBOARD ☐ OTHER

PROPERTY continued

35. SMOKING ALLOWED INSIDE BUILDING? ☐ YES ☐ NO

IF YES, IN WHAT AREAS?

ARE SMOKING RECEPTACLES PROVIDED? ☐ YES ☐ NO

36. ANY EIFS SIDING? ☐ YES ☐ NO

37. *IF RESTAURANT OPERATIONS, PLEASE COMPLETE THE FOLLOWING SECTION:*

FIRE PROTECTION:

MEET NFPA 96 STANDARDS? ☐ YES ☐ NO	MEET UL 300 STANDARDS? ☐ YES ☐ NO

DOES THE AUTOMATIC EXTINGUISHING SYSTEM PROTECT **ALL:**

COOKING SURFACES ☐ YES ☐ NO	EXHAUST DUCTWORK ☐ YES ☐ NO
DEEP FAT FRYERS ☐ YES ☐ NO	HOODS ☐ YES ☐ NO

DO ALL DEEP FAT FRYERS HAVE HIGH LIMIT SWITCHES? ☐ YES ☐ NO

IS A WET CHEMICAL FIRE SUPPRESSION SYSTEM USED? ☐ YES ☐ NO

IS THE EXTINGUISHING SYSTEM EQUIPPED WITH AUTOMATIC FUEL SHUTOFF AND EASILY ACCESSIBLE MANUAL RELEASE CONTROLS: ☐ YES ☐ NO

LIST THE BRAND NAME AGE OF THE SYSTEM?

IS THERE AN INSPECTION / MAINTENANCE AGREEMENT FOR THE SYSTEM? ☐ YES ☐ NO

CONTRACTOR INSPECTION FREQUENCY

IS THERE A MAINTENANCE AGREEMENT TO CLEAN THE HOOD AND DUCTWORK? ☐ YES ☐ NO

CONTRACTOR CLEANING FREQUENCY

ARE THE HOODS, DUCTS, FILTERS, DEEP-FAT FRYERS AND FANS REGULARY CLEANED BY INSURED? ☐ YES ☐ NO

D. LIABILITY

38. DO YOU USE A STANDARD WRITTEN LEASE AGREEMENTS? ☐ YES ☐ NO

ATTORNEY NAME / LANDLORD TRADE ASSOCIATION THAT PREPARED LEASE?

39. DOES COMMERCIAL LEASE REQUIRE (AND FOR THE TENANT TO PROVIDE A CERTIFICATE OF INSURANCE) FOR GENERAL LIABILITY INSURANCE WITH LIMITS OF AT LEAST$1 MILLION PER OCURRENCE AND $2 MILLION GENERAL AGGREGATE? ☐ YES ☐ NO

40. DOES APARTMENT LEASE REQUIRE (AND FOR THE TENANT TO PROVIDE A CERTIFICATE OF INSURANCE) FOR RENTERS INSURANCE? ☐ YES ☐ NO

41. IF YOU HAVE TENANTS WHO SERVE ALCOHOL, DOES THE LEASE REQUIRE (AND FOR THE TENANT TO PROVIDE A CERTIFICATE OF INSURANCE) FOR LIQUOR LIABILITY OF AT LEAST $1 MILLION EACH COMMON CAUSE? ☐ YES ☐ NO

LIABILITY continued

42. DOES THE LEASE REQUIRE LANDLORD TO NAME THE TENANT AS ADDITIONAL INSURED? ☐ YES ☐ NO

43. DOES THE LEASE REQUIRE TENANT TO NAME LANDLORD AND MANAGER (IF APPLICABLE) AS ADDITIONAL INSURED? ☐ YES ☐ NO

44. WHO IS RESPONSIBLE FOR THE BUILDING MAINTENANCE AS SPECIFIED IN THE LEASE? ☐ TENANT ☐ OWNER

45. DOES LEASE HOLD THE APPLICANT HARMLESS FOR ACTS OF TENANTS? ☐ YES ☐ NO

46. DOES THE LEASE PREVENT SUBROGATION BACK AGAINST THE TENANT FOR AN ACT OF THE TENANT? ☐ YES ☐ NO

47. IS THE LEASE AGREEMENT A "TRIPLE NET LEASE"? ☐ YES ☐ NO

48. DOES THE LEASE ADDRESS WHO IS RESPONSIBLE FOR SMOKE AND CARBON MONOXIDE DETECTORS? ☐ TENANT ☐ OWNER

49. IS PARKING AVAILABLE? ☐ YES ☐ NO

IF YES: *COVERED?* ☐ YES ☐ NO

LIGHTED? ☐ YES ☐ NO

GARAGE WITH AUTOMATIC DOOR? ☐ YES ☐ NO

50. ARE THERE INTERNAL STAIRS ACCESSIBLE TO CUSTOMERS? ☐ YES ☐ NO

IF YES DO STAIRS HAVE:

HANDRAILS? ☐ YES ☐ NO

SLIP RESISTANT TILES? ☐ YES ☐ NO

ADEQUATE LIGHTING? ☐ YES ☐ NO

EMERGENCY LIGHTING? ☐ YES ☐ NO

DOES DOOR OPEN OVER STAIRWELL? ☐ YES ☐ NO

LOCKING MECHANISM ON STAIRWELL DOOR(S)? ☐ YES ☐ NO

51. SECURITY CONCERNS:

ADEQUATE LIGHTING OF PARK LOT AND COMMON AREAS? ☐ YES ☐ NO

EMERGENCY LIGHTING? ☐ YES ☐ NO

SECURITY PATROLS? ☐ YES ☐ NO

SECURITY CAMERAS? ☐ YES ☐ NO

52. NUMBER OF POLICE/FIRE RESPONSES IN THE PAST YEAR?

53. HAVE ANY GUESTS, TENANTS, OR EMPLOYEES BEEN VICTIMS OF A CRIME ON YOUR PREMISES IN THE PAST YEAR? ☐ YES ☐ NO

IF YES, HOW MANY INCIDENTS?

54. DESCRIBE YOUR SECURITY PROCEDURES:

55. DESCRIBE YOUR SAFETY PROCEDURES:

Applicable in 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 include imprisonment, fines and denial of insurance benefits.*

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

Completion of the application does not bind coverage. The Company's acceptance of the risk is required before coverage may be bound and a policy issued.

The undersigned Producer agrees to be responsible for any earned premiums developed from the binding of this application. Producer has reviewed this application fully with the applicant and, to the best of the producer's ability, is confident that all information given is truthful.

APPLICANT _____

SIGNATURE _____

DATE _____

PRODUCER _____

HAS PRODUCER PHYSICALLY INSPECTED PREMISES IN LAST 12 MOS?
☐ YES ☐ NO

SIGNATURE _____

DATE _____

This form shall be attached to, and made part of, the fully completed Acord application by the applicant.