



Multi-Family Questionnaire and Supplemental Application

Named insured	Agent
Email address of insurance buyer	Eff. date
URL	
Insurance contact for Loss Control	Phone

Yes No

Has the producer visited the premises?

This questionnaire must be completed for all multi-family exposures (including those written as part of a commercial real estate schedule).

A complete submission must have the following documents:

- ACORD General applications
- Multi-Family Questionnaire
- Complete loss runs - 5 years, currently valued
- International Application (if coverage requested)
- Photographs of the risk including the pool and spa areas
- Plot plan or diagram of complex
- The Smoke Alarm Maintenance program
- Brochures or advertising information
- Information packets provided to new tenants.

Provide the following information for each location: (a completely filled out ACORD application and/or separate spread sheet are acceptable):

Address

Occupancy: Apartment Condominium Mixed use Other

Describe commercial occupants

Construction Class

Year Built:

Estimate Actual

Height in stories	Number of units	Percent occupied

Any updates of:

Yes No

- Roof (comment on any wood shake roofs) if "yes" then year of updates: _____
- Electrical (comment on any aluminum wiring within the building) if "yes" then year of updates: _____
- Plumbing (comment on any plumbing pipes other than copper) if "yes" then year of updates: _____
- HVAC - if "yes" then year of updates: _____
- Are any buildings in a brush zone, on a cliff, or on a body of water - if "yes" describe in detail _____

- Do all units have smoke detectors? If yes, check type:
 Hardwired Permanently Installed Lithium Battery Other (traditional) Battery operated model
- Does Insured have a Smoke Detector Maintenance Program? If yes, attach a copy.

Yes No

Does the building have manual fire alarm pull stations?

Yes No

Are they tied to a central station?

Is there a local alarm?

Is there an automatic sprinkler system that covers 100 percent of the premises?

Is there a swimming pool, hot tub, or spa? If "yes":

Yes No

Is there a diving board, water slide, or other feature? If "yes" describe.

Is the area gated with self-closing gates?

Are hours clearly posted?

Are regulations and other signage clear, visible, and enforced?

Is the area lit?

General Account Characteristics

Yes No

Have any properties experienced any claims involving assault or violent crime on the premises or in the parking facilities within the last five years? If "yes" provide details including any remediative action taken by the insured:

Do any properties provide daily living services and/or medical care for seniors? If "yes" describe:

Has the insured ever acted as a general contractor or have they developed (including conversion of an existing building to condominiums) or contracted with others to develop *any* property? If "yes" describe:

Are any buildings government-owned, leased, or managed? If "yes" describe:

Are any units rented on a daily or weekly basis or are any of units used as timeshares?

Does the insured provide any child care services? If "yes" provide details:

Are background checks on prospective tenants and employees completed? Describe:

Are tenants required to carry renters insurance?

Is barbeque grilling with gas and/or charcoal allowed on balconies?

Do you provide any contracted services (janitorial, landscaping, snow removal, etc.) to others? If "yes" describe:

Do you require contractors working at your property to:

Yes No

Sign hold harmless agreements in your favor?

Provide proof of adequate liability limits and workers' compensation coverage? What liability limits do you require?

Provide Certificates of Insurance?

Is management (select one that best applies):

On location 24 hours a day, seven days a week.

On location less than 24/7 but minimum standard business hours.

On location less than 24/7 but visits on a regular or scheduled basis (at least weekly), but not available daily.

On location less than 24/7 but visits infrequently, is available "on call."

Other—describe:
