

Community Association Directors & Officers and EPL Application

ALL QUESTIONS MUST BE ANSWERED

Completed application must be signed and dated by the President, Chairperson or Executive Director.

1. Name of Association: _____

2. Address _____

City: _____ State: _____ Zip: _____

3. Web Site Address: _____

4. Contact person to receive all notices on behalf of the Insured: _____

Title: _____ Contact's Phone Number: _____

5. The Association has been continually operating since? _____

6. Association Type? (check all that apply)

Homeowners' Townhome Condominium Cooperative Timeshare

Commercial High Rise Property Owners' Master Association Other _____

What is the percentage of commercial occupancy? _____ %

Describe Commercial Occupants: _____

7. Is General Liability coverage in place on all common areas? Yes No

8. a) Total number of units in the completed project? _____

b) Average unit value: \$ _____

c) Percentage of units built, sold and occupied of the total project? _____ %

d) Percentage of units rented or leased? _____ %

e) Has control of the Association been transferred from the builder, developer or sponsor? Yes No

f) Is the builder, developer or sponsor represented or a member of the Board of Directors? Yes No

g) Does anyone own over 15% of the units (including the builder, developer or sponsor)? Yes No

h) Within the last 24 months, has the Board placed any lien(s) or foreclosed on any home(s) or unit owners(s)?

Yes No

If yes, provide an explanation: _____

i) How many unit owners are more than 60 days behind on dues or any special assessments _____

9. Does the entity own, maintain, control, or have an affiliation with any of the following?

- | | | | | | |
|-----------------------------|-----|----|-----------------------------|-----|----|
| a) Airfield/Airstrip | Yes | No | d) Water Treatment Facility | Yes | No |
| b) Sewer Treatment Facility | Yes | No | e) Country Club | Yes | No |
| c) Golf Course | Yes | No | f) Lake/Pond with Dam | Yes | No |

If yes describe in detail: _____

Do any of these serve non-owners? _____

10. Current Annual Revenue: \$ _____

(If revenue exceeds \$750,000 please submit with financials.)

Current Fund Balance: \$ _____

(If the fund balance is negative, submit with financials and an explanation.)

Employment Practices Liability

11. a) Total Number of Employees: _____

Part-Time and Seasonal/Temporary employees are counted as ½ each.

Full-Time _____ Part-Time _____ Seasonal/Temporary _____

b) Has there been or is there an anticipated reduction of employees in the past/next (12) months? Yes No

c) Does the Applicant have a clear procedure in place to report Sexual Harassment and other complaints?

Yes No

d) Does the Applicant have formal written procedures for hiring and firing employees? Yes No

Claims & Prior Insurance

12. a) Within the last three (3) years, has any inquiry, complaint, notice of hearing, claim, or suit been made (including, but not limited to, Equal Employment Opportunity Commission, State Human Rights Boards, Municipal, State or Federal Regulatory Authorities), against the Organization, or any person proposed for insurance in the capacity of Director, Officer, Trustee, Employee, or Volunteer of the Applicant? Yes No

Provide details of each claim on a separate page.

b) Is any person(s) proposed for this insurance aware of any fact, circumstance, or situation, which may result in a claim against the Applicant or any of its Directors, Officers, Trustees, Employees, or Volunteers? Yes No

Provide details of each claim on a separate page.

13. Has any similar insurance on behalf of any person(s) or entity(ies) now sought to be insured

been declined, non-renewed, canceled or refused? If yes, provide details.

Yes No

14. Current Insurance Company: _____

Policy Period: From: To:

Limit: \$ _____ Deductible: \$ _____ Premium: \$ _____

15. Limits of Insurance Requested: _____

REQUIRED INFORMATION:

Completed application signed and dated by the President, Chairperson or Executive Director.

NO FACT, CIRCUMSTANCE OR SITUATION INDICATING THE PROBABILITY OF A CLAIM OR ACTION AGAINST WHICH INDEMNIFICATION IS OR WOULD BE AFFORDED BY THE PROPOSED INSURANCE IS NOW KNOWN TO ANY DIRECTOR, OFFICER, TRUSTEE, EMPLOYEE OR VOLUNTEER OF THIS ORGANIZATION, AND IT IS AGREED BY ALL CONCERNED THAT IF THERE BE KNOWLEDGE OF ANY SUCH FACT, CIRCUMSTANCE OR SITUATION, ANY CLAIM OR ACTION SUBSEQUENTLY EMANATING THEREFROM SHALL BE EXCLUDED FROM COVERAGE UNDER THE PROPOSED INSURANCE.

The undersigned authorized Officer of the Organization on behalf of the applicant and all persons or concerns seeking insurance. has read and understands the Application and declares that all statements set forth herein are true, complete and accurate. The undersigned further declares and represents that any occurrence or event taking place prior to the issuance of the policy applied for, which may render inaccurate, untrue or incomplete any statement made herein will immediately be reported in writing to the Insurer. The undersigned acknowledges and agrees that the submission and the Insurer's receipt of such written report, prior to the inception to the policy applied for, is a condition precedent to coverage. The insured hereby further acknowledges that he/she/it is aware that legal defense costs that are incurred shall be applied against the retention amount.

WARNING

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance

containing any false information, or conceals for the purpose of misleading, information concerning any fact material thereto ,

commits a fraudulent act, which is a crime.

Although the signing of this application does not bind the undersigned on behalf of the Directors and Officers and the Organization to effect Insurance, the undersigned, on behalf of the Directors and Officers and the Organization, agrees that this application and the information furnished pursuant hereto shall be the basis of the contract should a policy be issued and this application will become part of the policy. The Insurers are hereby authorized to make any investigation and inquiry in connection with this application, as they may deem necessary.

Signed: _____

(Must be signed by Chairman of the Board, President or Executive Director)

Title: _____ Date: _____