

**REAL ESTATE AGENTS & BROKERS PROPERTY MANAGERS REAL  
ESTATE APPRAISERS  
SUPPLEMENTAL APPLICATION**



**Instructions to the applicant:**

- 1. Please answer all the questions. This information is required to make an underwriting and pricing evaluation. Your answers hereunder are considered legally material to that evaluation**
- 2. If a question is not applicable, state N/A. If more space is required to answer a question, please attach exhibit with the question number.**
- 3. Application must be signed and dated by authorized person.**

1. APPLICANT: \_\_\_\_\_

2. Indicate the number of employees and/or staff by categories listed below. Count each person only once.

Description	Number of Full Time	Number of Part Time	Number of Inactive	Total
Principals (include all persons cited on Miscellaneous Professional Liability Application)				
Licensed Brokers (employed and independent contractors)				
Licensed Agents (employed and independent contractors)				
Property Management, staff & employees				
Appraisal Employees				
Insurance Department employees				
Clerical Employees				
Other, describe:				
<b>Total Staff</b>				

3.
  - a. Please indicate the percentage of licensed agents and brokers who have held their licenses more than two years? \_\_\_\_\_%
  - b. Please indicate the date the principal broker was licensed as an agent: \_\_\_\_\_  
as a broker: \_\_\_\_\_

4. Indicate gross income from activities by categories listed below.  
(Gross income includes all fees and commissions before expenses and split with agent).

Description	Gross Income Last Twelve Months	Number of Transactions Last Twelve Months	% Sold with Warranty	Projected Income Next Twelve Months	Projected Transactions Next Twelve Months
Residential (including family owned farms)					
Commercial (including residential property over 5 units)					
Vacant Land Zoned for Residential Usage					
Vacant Land Zoned for Commercial Usage					
Business Brokerage					
Property Management Fees (Residential)					
Property Management Fees (Commercial)					
Farm Management Fees					
Real Estate Leasing Fees (Property not managed)					
Real Estate Leasing Fees (Residential)					
Real Estate Leasing Fees (Commercial)					
Real Estate Consulting (Provide detailed explanation of services)					
Real Estate Mortgage Brokerage					
Real Estate Development or Construction					
REITS/Property Syndications					
Referral Fees					
Other (Describe)					
Total					

5. a. Please indicate the average sales price of the firm's prior year closed residential sales transactions: \$ \_\_\_\_\_  
b. What was the highest residential sales price: \$ \_\_\_\_\_
6. a. Is the applicant a member of any national franchise, referral or relocation organization?  Yes  No  
If yes, please indicate names: \_\_\_\_\_
- b. Do they require to be named as an additional insured?  Yes  No  
If any Item in 6a. – 6b. Is answered "yes", please provide description below. \_\_\_\_\_

7. Is the applicant or any subsidiary, parent or other related organization or any officer, director or employee of the applicant or officer or employee of the applicant or any subsidiary engaged in any of the following activities?
- a. Real Estate Development, Construction or Construction Management  Yes  No
  - b. Mortgage Brokerage  Yes  No
  - c. Mortgage Banking  Yes  No
  - d. Business Opportunity Brokerage  Yes  No
  - e. The formation, management, organization or sales of group investments syndications including limited partnerships, general partnerships, real estate investment trusts or corporations?  Yes  No
  - f. Insurance Agency or Brokerage  Yes  No
  - g. Title Search, Abstractor or Agency  Yes  No
  - h. Escrow Agency  Yes  No
  - i. Property Inspection  Yes  No
8. Does any client represent more than 10% of the firm's annual gross income?  Yes  No  
 If yes, please identify client and describe services performed and any relationship to client:  
 \_\_\_\_\_  
 \_\_\_\_\_
9. a. During the last three years, has the applicant engaged in any transactions as a real estate agent or broker in which the applicant or any director, officer, partner, principal or employee of the applicant has had a direct or indirect beneficial ownership interest as a buyer or seller of real property?  Yes  No  
 If Yes, please explain below:  
 \_\_\_\_\_  
 \_\_\_\_\_
- b. Has the applicant conducted any transactions within the last three (3) years in which applicant held ownership of the property in question for more than one-hundred eighty (180) days? If yes, please indicate the number of transactions within the past 2 years: \_\_\_\_\_  Yes  No
10. a. Do all of the applicant's brokers and salespersons disclose to their clients in writing the legal nature of their relationships, i.e. whether the salesperson is representing the buyer or the seller?  Yes  No
- b. In what percentage of transactions did the applicant represent both the buyer and seller?  
 Last 12 Months: \_\_\_\_\_%      Next 12 Months: \_\_\_\_\_%
11. Does the applicant use a standard contract form for the listing and sale of all real estate approved by a local board of realtors or state association of realtors?  Yes  No

If no, please explain on a separate sheet why non-standard forms are used.

12. Does the applicant offer a Home Warranty Program to all residential clients?  Yes  No
13. a. Does the firm have a written procedures manual, including procedures on how to handle complaints and compliance with Federal, State and local statutes?  Yes  No
- b. Does the firm have in-house training sessions and/or encourage agents to take outside training courses?  Yes  No
- c. Does the principal broker have a specific training program for new sales associates?  Yes  No
- d. Has the firm's principal broker attended a risk management seminar in the past year?  Yes  No
- e. Have at least 50% of all licensees participated in an accredited continuing real estate education program?  Yes  No
- f. Are NAR approved disclosure forms used?  Yes  No  
 If yes, what percentage of transactions use disclosure forms? \_\_\_\_\_%

14. Please provide a breakdown below of all properties managed during the past fiscal year.

**Property Managers Section**

Type of Property	Number of Units	Gross Property Management Income	Estimated Market Value of Property
a. 1-4 Family Residential		\$	\$
b. Apartments		\$	\$
c. Condominiums & Cooperatives		\$	\$
d. Shopping Centers		\$	\$
e. Office Buildings		\$	\$
f. Commercial or Industrial		\$	\$
g. Other, describe:		\$	\$

15. Does the applicant or any principal, owner, director, officer, partner or employee of the applicant have any ownership interest in any property managed?  Yes  No  
 If yes, please describe the property and ownership interest below.

\_\_\_\_\_

\_\_\_\_\_

16. Is the applicant certified as a property manager?  Yes  No  
 If yes, indicate certification: \_\_\_\_\_

17. Is a budget prepared for each property managed?  Yes  No  
 If no, please explain:

\_\_\_\_\_

\_\_\_\_\_

18. Is a credit report and reference check obtained on each prospective tenant?  Yes  No  
 If no, please explain:  
 \_\_\_\_\_  
 \_\_\_\_\_

19. Does applicant manage any properties under contract with the Resolution Trust Corporation or on behalf of any trustee for properties in receivership or other forms of bankruptcy protection?  Yes  No  
 If yes, please describe:  
 \_\_\_\_\_  
 \_\_\_\_\_

20. Does the applicant use contracts or engagement letters with all clients ?  Yes  No  
 If Yes, does the contract contain indemnification or hold-harmless provisions?  Yes  No

21. a. Does the applicant carry or maintain General Liability cover?  Yes  No  
 b. If Yes, please identify the carrier, limits of liability and effective dates:  
 Carrier: \_\_\_\_\_  
 Limits of Liability: \_\_\_\_\_  
 Policy Period: \_\_\_\_\_

c. Does the applicant mandate that owners General Liability policy afford additional insured status?  Yes  No

**Real Estate Appraiser Section**

22. Please provide breakdown of real estate appraisals and fees for the most recent fiscal year.

Type of Property	Number of Appraisals	Appraisal Fees
a. Single Family Dwelling		
b. Commercial Property		
c. Industrial Property		
d. Apartment/Cooperatives		
e. Farms and Ranches		
f. Land		
g. Personal Property		
h. Other, describe:		

23. Are appraisal fees charged always independent of the appraisal value?  Yes  No  
 If no, please explain:  
 \_\_\_\_\_  
 \_\_\_\_\_

24. Has applicant ever conducted an appraisal on property in which the applicant or any principal, owner, partner, director, officer or employee of the applicant had an ownership interest?  Yes  No  
 If yes, please explain:

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25. Does or has the applicant or any principal, owner, partner, director, officer or employee of the applicant have an ownership interest in any bank, savings and loan, mortgage broker, or mortgage company or similar financial institution? If yes, please explain:  Yes  No

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26. Does or has any bank, savings and loan, mortgage broker, or mortgage company or similar financial institution have an ownership interest in the applicant or any firm of the applicant? If yes, please explain:  Yes  No

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27. Please provide a breakdown of appraisal clients by category for the most recent fiscal year.

Type of Client	Number of Appraisals	Appraisal Fees
a. Seller		
b. Prospective Buyer		
c. Owner (for purposes other than sale)		
d. Lenders/Financial Institution		
e. Estate or Tax		
f. Developer		
g. Investor/Syndicator		
h. Other, describe:		

28. If appraisals performed by applicant in the last five years for savings and loans, banks, mortgage companies, or similar financial institutions, please list names of institutions and provide information requested below:

Name of Financial Institution	City, State	Number of Years work performed	Approximate average % of total annual fees

29. Do applicant's appraisals always include (please check appropriate box):

a. Name of client?  Yes  No

- b. A statement of purpose of the appraisal?  Yes  No
- c. A definition of the value estimated?  Yes  No
- d. A description of the property and interest being appraised?  Yes  No
- e. A summary of facts upon which the appraisal is based?  Yes  No
- f. A statement of conclusions reached, any qualifications or limitations?  Yes  No
- g. A statement of assumptions and conditions?  Yes  No
- h. A statement that the appraiser does not (or does) have at present an interest in the property, and, if so, a description of interest?  Yes  No
- i. Photographs of the property?  Yes  No

30. Furnish the following for all individuals involved in conducting appraisals:

Name of Appraiser	Years of Experience	Professional Association Membership	Type of License

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If additional space is needed, please provide details on a separate attachment.

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I understand the information submitted herein becomes a part of my Professional Liability Insurance Application and is subject to the same warranty and conditions.

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 insurance act.

\_\_\_\_\_  
 Signature of Owner, Officer or Partner      Print or Type Name and Title      Date (m-d-y)