# BERKLEY NEW BUSINESS SUBMISSION

Section 1. ACCOUNT INFORMATION

|  |  |
| --- | --- |
| Association name |  |
| Expiration date |  | Tax ID number |  |
| Association contact |  | Phone number |  |
| Mailing address |  |
| Management company |  |
| Does management have access to the reserve funds? | YES [ ]  NO [ ]  | Expiring premium | $ |
| Does the association own any units that they rent out? | YES [ ]  NO [ ]  | Target premium | $ |
| Is there an association loan currently in place? | YES [ ]  NO [ ]  |
| Was a non-renewal issued? | YES [ ]  NO [ ]  | If so, why? (attach notice) |  |

Section 2. ASSOCIATION INFORMATION

|  |  |
| --- | --- |
| Location address(es) |  |
| City, State, Zip code |  | County |  |
| Type of association (choose one) | CONDOMINIUM | HOMEOWNERS | COOPERATIVE |
| Style of association (choose one) | SINGLE FAMILY | TOWNHOMES | LOW-RISE | MID-RISE | HIGH-RISE |
| Type of construction | BRICK | FRAME | FIRE RESISTIVE | MASONRY NON-COMBUSTIBLE |
| Number of buildings |  | Number of units |  |
| Number of elevators |  | Number of rentals |  |
| Number of stories above ground |  | If new, number of units sold |  |
| Number of units foreclosed/vacant |  | If new, number of units occupied |  |
| Is there a maintenance program in place to check on foreclosed/vacant units? | YES [ ]  NO [ ]  |
| Is there a basement? | YES [ ]  NO [ ]  | Any mansard roofs? | YES [ ]  NO [ ]  |
| Age of roof |  | If frame, any cedar shake roofs? | YES [ ]  NO [ ]  |
| Age of siding |  | Is the siding aluminum? | YES [ ]  NO [ ]  |
| Number of garages |  | Type of garage | ATTACHED | DETACHED | UNDERGROUND |
| Year built |  | Year converted |  |
| Any updates? What year? | ELECTRICAL |  | PLUMBING |  | HVAC |  |
| OTHERS? Please list |  |
| Amenities | YES [ ]  NO [ ]  | CLUBHOUSE | POOLS | TENNIS COURTS | PONDS | WALKING TRAILS |
| Also are there signs around the ponds? | YES [ ]  NO [ ]  |
| Does the association have solar panels?  | YES [ ]  NO [ ]  | Electric vehicle charging stations? | YES [ ]  NO [ ]  |
| OTHERS? Please list |  |
| Commercial units (please list businesses) |  |
| Are the commercial spaces | Part of the association | Separate entities |
| Is a reciprocity agreement in place for separate entities? | YES [ ]  NO [ ]  |
| Square footage of building(s) |  | Current insurable limit | $ |
| Number of board members |  | Exterior Insulation Finishing System (EIFS)? | YES [ ]  NO [ ]  |
| Number of employees |  | Does the building have aluminum wiring? | YES [ ]  NO [ ]  |
| Does the association have any projects over $100,000 scheduled in the next 12 months?Budgeted? Reserves? Special Assessments? | YES [ ]  NO [ ]  |
| Does the association allow grilling outside the units/homes or on the balconies? | YES [ ]  NO [ ]  |
| If so, if there a set distance away from the home/unit or balcony that the grill is required to be? | YES [ ]  NO [ ]  |
| What type of grills are allowed? |  |
| If use of combustible materials (charcoal or wood) grills are allowed and there are no set distances in place, would the association be willing to make such a rule? | YES [ ]  NO [ ]  |
| **SIGNATURE REQUIRED AND LOSS RUNS REQUIRED** |  |

**BY SUBMITTING THIS INFORMATION, YOU ARE AGREEING THAT THE INFORMATION ABOVE IS TRUE & CORRECT TO BEST OF YOUR KNOWLEDGE. ALL BOUND ACCOUNTS ARE SUBJECT TO AN INSPECTION WITHIN THE FIRST 60 DAYS. IF THE INFORMATION IS NOT ACCURATE, A MIDTERM CANCELLATION WILL BE ISSUED.**

Section 3. TO BE COMPLETED BY UNDERWRITER

|  |  |  |  |
| --- | --- | --- | --- |
| Current BVS limit | $ | Any single frame building over $2.5M? |  |
| Estimated premium | $ | Loss ratio for a minimum of 5 years |  |
| UW quote: rates & deductible |  | Referral required? |  |
| UW signature |  | Date |  |
| UW notes |  |
| Definition of risk |  |

# FIRE, LIFE, & SAFETY SUPPLEMENTAL APPLICATION

REQUIRED TO BE COMPLETED ON ANY BUILDINGS OVER FOUR STORIES

|  |  |
| --- | --- |
| Are there smoke detectors in common areas? | YES [ ]  NO [ ]  |
| Are there smoke detectors in units? | YES [ ]  NO [ ]  |
| Is there emergency lighting in common areas? | YES [ ]  NO [ ]  |
| Are there fire extinguishers in common areas? | YES [ ]  NO [ ]  |
| Are there fire extinguishers in units? | YES [ ]  NO [ ]  |
| Do common doors self-close? | YES [ ]  NO [ ]  |
| Do unit doors self-close? | YES [ ]  NO [ ]  |
| Are there a minimum of 2 exits per unit? | YES [ ]  NO [ ]  |
| Are there any manual pull fire alarms? | YES [ ]  NO [ ]  |
| Are there automatic fire alarms? | YES [ ]  NO [ ]  |
| Is there an annunciator panel? | YES [ ]  NO [ ]  |
| Does the building have a sprinkler system? If so, what portion? | YES [ ]  NO [ ]  |
| Are there any standpipes? | YES [ ]  NO [ ]  |
| Are there any open stairwells? | YES [ ]  NO [ ]  |
| Is there a 24-hour door attendant? | YES [ ]  NO [ ]  |
| Is there a CCTV monitoring system? | YES [ ]  NO [ ]  |
| Are there any intercoms? | YES [ ]  NO [ ]  |
| Does the garage have a sprinkler system? | YES [ ]  NO [ ]  |
| Are there any garage employees? | YES [ ]  NO [ ]  |
| Do the garbage chutes have sprinklers? | YES [ ]  NO [ ]  |
| How many elevators within association? |  |
| Is there an elevator Recall? | YES [ ]  NO [ ]  |
| Other? |  |

# HIGH RENTAL SUPPLEMENTAL APPLICATION

ALL ITEMS ARE REQUIRED TO QUALIFY FOR THE BERKLEY ASSOCIATION PROGRAM

|  |  |
| --- | --- |
| Association name |  |
| Copy of budget required (please attach) |
| Does the Association maintain records which include tenant information sheets, copies of leases, and leaseriders which acknowledge the owner and tenants agree to comply with Association Decs, Bylaws and rules? | YES [ ]  NO [ ]  |
| Do owners obtain background checks on prospectivetenants? | YES [ ]  NO [ ]  |
| Are leases a minimum of one year? | YES [ ]  NO [ ]  |
| Does any one unit owner own more than 10% of the units? | YES [ ]  NO [ ]  |
| Does at least one Board Member live on the premises? | YES [ ]  NO [ ]  |
| Is there a cap on rentals? | YES [ ]  NO [ ]  |
| Is there a monitoring program to check vacant unitsweekly? This simple process can eliminate claimsparticularly in winter. Make sure heat is on, windowsclosed, water valves turned off. | YES [ ]  NO [ ]  |
| Are rental units required to show proof of tenant coverage? | YES [ ]  NO [ ]  |