

# APPLICATION FOR ARCHITECTS, ENGINEERS, AND CONSTRUCTION MANAGERS ERRORS & OMISSIONS INSURANCE

**NOTICE:** THIS IS A CLAIMS-MADE FORM: EXCEPT TO SUCH EXTENT AS MAY OTHERWISE BE PROVIDED HEREIN, THE COVERAGE OF THIS POLICY IS LIMITED TO LIABILITY FOR ONLY THOSE CLAIMS THAT ARE FIRST MADE AGAINST THE INSURED AND REPORTED IN WRITING TO THE COMPANY WHILE THE POLICY IS IN FULL FORCE. PLEASE REVIEW THE POLICY CAREFULLY. COVERAGE IS WRITTEN ON A SURPLUS LINES BASIS.

## 1. GENERAL INFORMATION

Applicant Name \_\_\_\_\_  
 dba Name \_\_\_\_\_  
 Business Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
 E-Mail \_\_\_\_\_ Date Established \_\_\_\_\_  
 Website Address \_\_\_\_\_

In the past five years, has the Applicant ever changed names or been party to any acquisition, consolidation, merger, or dissolution? .....  Yes  No ***If the answer is "Yes", please provide details on a separate sheet.***

Please provide the following information about the Applicant's key employees:

Name in Full of ALL Partners, Principals, or Key Employees	Professional Qualifications	Date Qualified	How Long in Practice? Yrs/Mos	How Long As Principal/ Partner?
		/ /	/	/
		/ /	/	/
		/ /	/	/
		/ /	/	/

To what professional association(s) does the Applicant belong? \_\_\_\_\_

Please describe the percentages of the following services the Applicant provides/intends to provide:

SERVICE	LAST YEAR	CURRENT YEAR	SERVICE	LAST YEAR	CURRENT YEAR	SERVICE	LAST YEAR	CURRENT YEAR
Aerospace Engineering	%	%	General Contracting	%	%	Mechanical Engineering	%	%
Architecture	%	%	HVAC Contracting	%	%	Nuclear Engineering	%	%
Chemical Engineering	%	%	Interior Designer	%	%	Process Engineering	%	%
Civil Engineering	%	%	Land Surveying	%	%	Soil Engineering	%	%
Construction Management	%	%	Landscape Architecture	%	%	Structural Engineering	%	%
Electrical Engineering	%	%	Machine, Equipment, Mfg.	%	%	Other (specify):		
Environmental Engineering	%	%	Marine Engineering	%	%	_____	%	%

**2. FINANCIAL AND BUSINESS INFORMATION**

a. Please provide the gross billings for services listed below that were performed by the Applicant:

	LAST 12 MONTHS		PROJECTED NEXT 12 MONTHS	
	GROSS REVENUES	CONSTRUCTION VALUES	GROSS REVENUES	CONSTRUCTION VALUES
Design	\$	\$	\$	\$
Design/Build	\$	\$	\$	\$
Actual Construction/ Fabrication/Erection	\$	\$	\$	\$
Construction Management	\$	\$	\$	\$
<b>Total</b>	\$	\$	\$	\$

b. Provide approximate percentages of billings derived from the following services. **Must equal 100%.**

%	NATURE OF SERVICES OFFERED	%	NATURE OF SERVICES OFFERED
	Feasibility studies, reports, and surveys not resulting in design		Inspections of homes/commercial properties for prospective buyers/lenders
	Design without supervisory services		Inspections of existing structures
	Design and observation		Development, sale, or leasing of computer hardware/software
	Construction/project management		Manufacture, sale, or distribution of any any product/service
	Construction observation without design		Other (describe):

**3. CLIENTS** a. Complete the following for the Applicants 3 largest projects/clients:

	PROJECT/CLIENT NAME	SERVICES PROVIDED	REVENUES
1			\$
2			\$
3			\$

c. Does the Applicant follow in-house quality control procedures? .....  Yes  No

d. Does the Applicant require continuing education for all professional employees? .....  Yes  No

e. How many professional employees of the Applicant have attended at least six hours of continuing education over the past 12 months? .....  Yes  No

**4. CONTRACTS**

a. Does the Applicant use written contracts on every project? .....  Yes  No  
 If "No", please provide the percentage of projects where oral agreements were used: \_\_\_\_\_ %

d. Does the Applicant seek a limitation of liability clause in contracts with clients? .....  Yes  No  
 If "Yes", what percentage of contracts contain this clause? ..... \_\_\_\_\_ %

b. Please specify the approximate percentage of professional services rendered under AIA or EJCDC standard contracts: ..... \_\_\_\_\_ %

e. Does the Applicant negotiate into its contracts a provision for alternative dispute resolution such as mediation? .....  Yes  No  
 If "Yes", what percentage of contracts contain this clause? ..... \_\_\_\_\_ %

c. If non-standard contract, modified AIA/EJCDC contracts or letter agreements are used, are they reviewed by the Applicant's legal counsel prior to signing?  Yes  No

f. Does the Applicant subcontract any professional services? .....  Yes  No  
 If the answer is "Yes", please provide details on a separate sheet.

**5. CLAIMS/LOSS HISTORY**

- a. Has the Applicant or any associated professional ever:
- i) Had a professional license or registration denied, suspended, revoked, non-renewed, or restricted? . . . . .  Yes  No
  - ii) Been formally reprimanded by any court, administrative or regulatory agency?  Yes  No
  - iii) Been formally accused of violating any professional association's code of ethics? . . . . .  Yes  No
  - iv) Been convicted of a felony? . . . . .  Yes  No
  - v) Been involved in or is aware of any fee disputes involving suits? . . . . .  Yes  No
- If the answer any question under 5a is "Yes", provide details on a separate sheet.*

- b. Has any Professional Liability claim(s), complaint or proceeding been made against the Applicant or any person or organization proposed for this insurance or any predecessor organization? . . . .  Yes  No
  - c. Is (are) any person(s) or organization(s) proposed for this insurance aware of any fact, error, omission, circumstance, or situation that might provide grounds for any claim under the proposed insurance? . . .  Yes  No
- If the answer to 5b or 5c is Yes, complete the Supplemental Claims Questionnaire for each Claim, Notice, or Circumstance.*

**NOTE:** It is understood and agreed that with respect to Questions 5a, 5b, or 5c, that if such knowledge or information exists any claim or action arising there from is excluded from the proposed coverage.

**6. PRIOR INSURANCE**

a. Please provide the following information for any Errors & Omissions or Professional Liability Insurance the Applicant carried during the last three years:

COMPANY	LIMIT OF LIABILITY	DEDUCTIBLE	PREMIUM	POLICY PERIOD	RETRO DATE*
	\$	\$	\$		/ /
	\$	\$	\$		/ /
	\$	\$	\$		/ /

*\*Applicants seeking a retro-active date other than the policy effective date should contact Fox Point Programs.*

b. Has any Errors & Omissions or Professional Liability Insurance issued to the Applicant ever been declined, cancelled, or non-renewed? . . . . .  Yes  No *If the answer is "Yes", please explain on a separate sheet.*

c. Please provide the following information on the Applicant's current General Liability coverage:

INSURANCE COMPANY	TYPE OF COVERAGE	LIMITS		EFFECTIVE	
		BI	PD	FROM	TO

**THE APPLICANT WARRANTS THAT THE STATEMENTS AND RESPONSES TO THE QUESTIONS ON THIS APPLICATION ARE TRUE AND COMPLETE. THIS APPLICATION DOES NOT BIND THE APPLICANT OR THE COMPANY, NOR DOES IT OBLIGATE THE COMPANY TO ISSUE A POLICY. SUCH POLICY MAY BE CANCELLED BY THE COMPANY FROM INCEPTION UPON DISCOVERY THAT THE POLICY WAS OBTAINED THROUGH A FRAUDULENT STATEMENT, OMISSION, OR CONCEALMENT OF THE FACTS MATERIAL TO THE ACCEPTANCE OF THE RISK OR HAZARD ASSUMED.**

Applicant's  
Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_