

REAL ESTATE OPERATIONS SUPPLEMENTAL APPLICATION

1. Please complete the appropriate sections stating the annual gross commissions and/or fees earned during the last twelve months:

- | | | |
|---|----|----------------|
| (a) Real Estate Sales/Brokerage
Number of Transactions | \$ | <hr/> <hr/> |
| (b) Real Estate Property Management
Types of Properties Managed | \$ | <hr/> <hr/> |
| (c) Real Estate Appraisals
Number of Appraisals | \$ | <hr/> <hr/> |
| (d) Mortgage Brokerage
Number of Loans Placed | \$ | <hr/> <hr/> |
| (e) Real Estate Consulting
Number of Contracts | \$ | <hr/> <hr/> |
| (f) Syndication/Partnerships
(Attach sample offerings, agreements,
description of activities) | \$ | <hr/> <hr/> |
| (g) Property Development and/or Construction
(Attach detailed description of operations) | \$ | <hr/> <hr/> |
| (h) Real Estate Leasing Services | \$ | <hr/> <hr/> |
| Total Commission/Fees | | \$ <hr/> <hr/> |

2. Indicate the percentage of total income derived from the following:

- | | | |
|------------------|-------|---|
| Commercial | <hr/> | % |
| Residential | <hr/> | % |
| Industrial | <hr/> | % |
| Agricultural | <hr/> | % |
| Undeveloped Land | <hr/> | % |
| Other (describe) | <hr/> | % |

3. Are sales personnel employees or independent contractors?

If independent contractors, please provide us with a sample contract.

Please complete the following if you manage properties:

(a) Is a budget plan prepared for each property managed? () YES () NO

If NO, explain.

(b) Is firm involved in space merchandising? () YES () NO

If YES, please give details. _____

(c) Are credit reports obtained on prospective tenants? () YES () NO

If YES, explain. _____

(d) Are you responsible for negotiating, effecting or maintaining insurance coverage on properties managed? () YES () NO

If YES, explain. _____

(e) Indicate percentage of management fees derived from property:

Commercial _____% Residential _____%

(f) Are property management contracts/agreements written in accordance with the local jurisdiction of the rental property? () YES () NO

(g) Attach a sample property management contract/agreement.

4. Does the applicant or any person for whom insurance is being requested have any ownership or equity interest in any property being managed or held for sale? () YES () NO

If YES, please attach a schedule of such properties and interests.

5. Do you offer any home warranty/protection plans? () YES () NO

If YES, advise name of plans and percentage of transactions involving such plans.

6. Do you have procedures in place designed to prevent fair housing claims? () Yes () No

If YES, please describe. _____

7. What percentage of transactions involve dual agency? _____%

a. How is this disclosed to clients? _____

It is understood and agreed that this supplemental application shall become a part of the application for Professional Liability Errors & Omissions Insurance.

Date

Name of Applicant

Signature of person authorized
to execute on behalf of the Applicant