



# REAL ESTATE OPERATIONS

## SUPPLEMENTAL APPLICATION

Applicant:

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	\$	<input type="text"/>
Number of Transactions		<input type="text"/>
b. Real Estate Property Management	\$	<input type="text"/>
Types of Properties Managed		<input type="text"/>
c. Real Estate Appraisals	\$	<input type="text"/>
Number of Appraisals		<input type="text"/>
d. Mortgage Brokerage/Banking	\$	<input type="text"/>
Number of Loans Placed		<input type="text"/>
e. Real Estate Consulting	\$	<input type="text"/>
Number of Contracts		<input type="text"/>
f. Syndication/Partnerships	\$	<input type="text"/>
(attach sample offerings, agreements, description of activities)		
g. Property Development and/or Construction	\$	<input type="text"/>
(attach detailed description of operations)		
h. Real Estate Leasing Services	\$	<input type="text"/>
Total Commission/Fees	\$	<input type="text"/>

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

a. Commercial	<input type="text"/>	%
b. Residential	<input type="text"/>	%
c. Industrial	<input type="text"/>	%
d. Agricultural	<input type="text"/>	%
e. Undeveloped Land	<input type="text"/>	%
f. Other (please specify) <input type="text"/>	<input type="text"/>	%

3. Are sales personnel employees or independent contractors?

Employees  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, please explain:



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b. Is firm involved in space merchandising? YES  NO

If YES, please give details:

[Empty text box for details]

c. Are credit reports obtained on prospective tenants? YES  NO

If YES, please explain:

[Empty text box for explanation]

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

If YES, please explain:

[Empty text box for explanation]

e. Indicate percentage of management fees derived from commercial property:

Commercial  % Residential  %

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, please 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

7. Do you wish to have a quote including fair housing coverage? YES  NO

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

Name of applicant:

[Empty signature box]

Signature of person authorized to execute on behalf of the applicant:

[Empty date box]

Date:

**A copy of this application should be retained for your records.**