

## 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   |    |  |
| (b) Real Estate Property Management                              | \$ |  |
| Types of Properties Managed                                      |    |  |
| (c) Real Estate Appraisals                                       | \$ |  |
| Number of Appraisals   |    |  |
| (d) Mortgage Brokerage   | \$ |  |
| Number of Loans Placed   |    |  |
| (e) Real Estate Consulting                                       | \$ |  |
| Number of Contracts  |    |  |
| (f) Syndication/Partnerships                                     | \$ |  |
| (Attach sample offerings, agreements, description of activities) |    |  |
| (g) Property Development and/or Construction                     | \$ |  |
| (Attach detailed description of operations)                      |    |  |
| (h) Real Estate Leasing Services                                 | \$ |  |
| Total Commission/Fees  |    | \$ <span style="border-bottom: 1px solid black;"></span> |

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

- |                  |       |   |
|------------------|-------|---|
| Commercial       | _____ | % |
| Residential      | _____ | % |
| Industrial       | _____ | % |
| Agricultural     | _____ | % |
| Undeveloped Land | _____ | % |
| Other (describe) | _____ | % |

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. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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