



# Underwriting Service Management Co

P.O. Box 323  
Tylersport, PA 18971  
(215)647-9600

## Contractor Supplement

COMPLETE IN ADDITION TO ACORD APPLICATIONS

All questions must be answered in full. Application must be signed and dated by the applicant.

### APPLICANT INFORMATION

NAME:	
IS THE APPLICANT OR ANY PROPOSED NAMED INSURED A:	
<input type="checkbox"/> Consultant <input type="checkbox"/> Developer <input type="checkbox"/> Owner/Builder <input type="checkbox"/> Subcontractor/Artisan <input type="checkbox"/> Const. Manager <input type="checkbox"/> General Contractor <input type="checkbox"/> Other: _____	
STATES/AREA OF OPERATIONS:	LICENSE # & EXPIRATION:
RADIUS OF OPERATIONS FROM MAIN LOCATION:	DOES INSURED HOLD ANY OTHER LICENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, DESCRIBE:

### DETAILS OF OPERATIONS

1. Indicate the % of work on a typical project performed by the following:

Casual Labor	_____ %	Subcontractors	_____ %
Volunteer Workers	_____ %	Uninsured Subcontractors	_____ %
Leased Employees	_____ %	Other: _____	_____ %

2. Indicate the % of work on a typical project:

Residential Work	_____ %	+ Commercial Work	_____ %	= 100%
New Construction	_____ %	+ Renovation/Remodeling Work	_____ %	= 100%

3. For New Residential work, indicate the % of work on a typical project:

Custom Homes	_____ %	+ Tract Homes	_____ %	= 100%
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\*\*Tract Homes are defined as more than 20 starts in any one year\*\*

4. If this is a **NEW** operation, has any work been started or completed prior to insurance being put in place?

Yes     No

5. If this is an **ONGOING** operation, has the applicant been uninsured for more than **45** days prior to the expected date insurance will start?

Yes     No

6. Are there any other operations owned, operated, or managed by you?

Yes     No

If **Yes**, please explain: \_\_\_\_\_

### RATING EXPOSURE BASIS

	Current Year	1 <sup>st</sup> Prior Year	2 <sup>nd</sup> Prior Year	3 <sup>rd</sup> Prior Year	4 <sup>th</sup> Prior Year
Annual Gross Receipts					
Employee Payroll					
Cost of Subcontracted work					

7. List all active owners, partners, officers and their job duties/ responsibilities:

<u>INDIVIDUAL</u>	<u>DUTIES/RESPONSIBILITIES</u>

a. Are any of the above qualified by education or are any licensed as an architect, engineer, surveyor or real estate agent/broker?

Yes     No

If **Yes**, explain: \_\_\_\_\_

b. If **Yes**, has professional liability coverage been obtained covering that exposure?

Yes     No

8. Does the applicant have a permanent yard for the storage or maintenance of equipment and material?

Yes     No

If **Yes**, please provide annual payroll for employees who work solely in the yard: \$ \_\_\_\_\_

9. List all employed supervisors- who supervise through foremen- and their actual payroll:

INDIVIDUAL	DUTIES/RESPONSIBILITIES	PAYROLL
		\$
		\$
		\$

**SUBCONTRACTORS EXPOSURES**

If you NEVER hire subcontractors please check here  and skip to the next section- Other exposures.

10. Do you obtain the following from all subcontractors before they enter your jobsite?

a. Certificate of Insurance for:

General Liability Insurance

Yes  No

If **Yes**, what limits of liability? \$ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Occurrence

Aggregate

Products

11. Do you normally use the same subcontractors?  Yes  No

12. Do you require that all subcontractors add you (named insured) as Additional Insured on a primary & noncontributory basis?  Yes  No

13. Do you have use a contract for all subcontractors that has a hold harmless agreement in your favor?  Yes  No

**TYPE OF WORK PERFORMED**

14. Please indicate any work or operations involving the following, even if subbed out: (Check all that apply)

- Bldg- Raising or Moving
- Burning of debris
- Cantilevered Construction
- Chimneys
- Cofferdam or Caisson Work
- Crane Operation
- Coal/Wood/Oil burning stoves
- Condominium Conversion
- Dams/Reservoirs
- EIFS or related work
- Other: \_\_\_\_\_
- Fiber optic cable work
- Glass or Glazing Work
- Highway Overpasses/Bridges
- High pressure cleaning
- Inspection or Appraisal work
- Metal Fabrication/Erection - Structural
- Metal Fabrication/Erection - Ornamental
- Mold/Fungus remediation work
- Pile Driving
- Pollution Abatement
- Power Generating Facilities
- Railway
- Repairs of water damage
- Retaining Walls
- Shorting/Underpinning
- Slab or Monolithic Floors
- Stadium Construction
- Snow plowing
- Sub Aqueous
- Subways/Tunnels
- Waxing floors

**If Other, please describe work in detail:** \_\_\_\_\_

15. Do you anticipate getting into any of the above type work?  Yes  No

If **Yes**, provide details: \_\_\_\_\_

**OTHER EXPOSURES**

16. Does the applicant contact utility companies to have lines marked prior to digging?  Yes  No

17. Do you perform directional boring?  Yes  No

If **Yes**, do you bore under any streets, roads, buildings or other structures?  Yes  No

18. Movement of or work on load bearing walls?  Yes  No

If **Yes**, does an architect or engineer sign off on the plans?  Yes  No

Percentage of jobs that involve load bearing wall work: \_\_\_\_\_

**LOSS CONTROL**

19. Does the applicant have a certified drug free workplace?  Yes  No

20. Does the applicant adhere to all OSHA standards to promote a safe workplace?  Yes  No

21. Has the applicant ever been cited for safety violations?  Yes  No

22. Is the public kept a safe distance from insured's operations and work areas?  Yes  No

Indicate type of security used on a project: (Check all that apply)

- Fencing
- Lighting
- Watchmen
- Cones
- Signs
- Area Roped off
- Other: \_\_\_\_\_

23. Are all trenches, ditches, excavations, holes in the ground and holes made in the surface always properly and clearly identified and protected against others falling into them?  Yes  No

24. Are all jobs inspected by management at completion, before leaving the job site?  Yes  No

**GENERAL INFORMATION**

25. Do you have model homes?  Yes  No  
 If **Yes**, how many? \_\_\_\_\_
26. Are you building/have you built on hillsides, hilltops, landfills, in subsidence areas, or in flood zones?  Yes  No  
 If **Yes**, please explain: \_\_\_\_\_  
 a. Percent of Grade \_\_\_\_\_ %  Yes  No  
 b. Prior Soils Testing (geological, topical)  Yes  No  
 If **Yes**, please explain: \_\_\_\_\_  
 c. Any subsidence losses?  Yes  No  
 If **Yes**, please explain: \_\_\_\_\_
27. Do you use Green Building technologies?  Yes  No  
 If Yes, are you certified by the USBGBC as lead accredited professionals for Green Building technology?  Yes  No  
 If **Yes**, are your subs that are involved in Green Building certified by the USBGBC as well?  Yes  No
28. Do you offer warranties? If **Yes**, attach copies of warranty  Yes  No
29. Have you ever had a claim or loss involving faulty workmanship, whether or not any amount was paid?  Yes  No  
 If **Yes**, please provide complete written narrative: \_\_\_\_\_
30. Are there any claims or legal actions pending against any of the entities named in the application?  Yes  No
31. Have you been accused of breaching a contract in the past five years?  Yes  No
32. How many additional insured endorsements do you anticipate requiring in the upcoming year? \_\_\_\_\_
33. Does insured use help from friends or relatives on occasion?  Yes  No
34. Please describe any types of projects that you have discontinued (i.e. no longer build, etc.): \_\_\_\_\_

35. Describe your three largest projects currently underway or planned for the next year, including values:

Start Date	End Date	Value	Description
		\$	
		\$	
		\$	

**APPLICANT'S WARRANTY STATEMENT**

I warrant that the information in this Application, and any amendments or modifications to this Application are true and correct. I acknowledge that the information provided in the Application is material to acceptance of the risk and the issuance of the requested policy by Company. I agree that any claim, incident, occurrence, event or material change in the Applicant's operation taking place between the date this application was signed and the effective date of the insurance policy applied for which would render inaccurate, untrue or incomplete, any information provided in this Application, will immediately be reported in writing to the Company and the Company may withdraw or modify any outstanding quotations and/or void any authorization or agreement to bind the insurance. Company may, but is not required, to make investigation of the information provided in this Application. A decision by the Company not to make or to limit such investigation does not constitute a waiver or estoppel of Company's rights.

**FRAUD STATEMENT**

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance may be guilty of a crime and may be subject to fines and confinement in prison.

Signature of Applicant \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**The undersigned hereby warrants and certifies that all information contained herein is correct; that this form was completed and then signed by the Applicant; that a completed copy hereof has been given to the Applicant ; and that the undersigned is retaining a duplicate signed copy hereof.**

Signature of Retail Agent \_\_\_\_\_ Date: \_\_\_\_\_