



**Condominium Application Supplement: THIS SUPPLEMENT IS MATERIAL AND PART OF THE APPLICATION SUBMITTED FOR COVERAGE, WHETHER OR NOT IT IS RECEIVED IN CONJUNCTION WITH OR SUBSEQUENT TO THE APPLICATION. ALL FRAUD NOTICES AND REPRESENTATION CONDITIONS NOTED ON SUCH APPLICATION APPLY TO THE INFORMATION PROVIDED IN THIS SUPPLEMENT.**

<b>Applicant:</b>							<b>Policy/ISN:</b>			
<b>1. Please complete showing percentage of billings to total billings and number of projects:</b>										
	Residential Condos			Commercial Condos			Mixed-Use Condos			
Year	\$ Billings	% Total	# Proj	\$ Billings	% Total	# Proj	\$ Billings	% Total	# Proj	
Last										
Current										
Projected										
<b>2. Does your firm, any subsidiary, parent or other organization related to your firm, or any principal, partner, officer, director or employee have a percentage ownership interest, management, or control of a company engaged in the following for condominium projects:</b>										
<b>A. Actual construction, installation, fabrication or erection</b>							<input type="checkbox"/>	Y	<input type="checkbox"/>	N
<b>B. Design-Build</b>							<input type="checkbox"/>	Y	<input type="checkbox"/>	N
<b>C. Construction Management</b>							<input type="checkbox"/>	Y	<input type="checkbox"/>	N
<i>If the answer to A, B, or C is yes, please provide full details on a separate sheet, including a description of the services performed, construction values involved, relationships of persons and fees received. Enclose sample contract(s).</i>										
<b>3. Please indicate the percentage of billings for residential condominium projects for which your client is:</b>										
Developer		%	Architect		%	Condo Association		%		
Contractor		%	Other Design Professional		%	Condo Unit Owner		%		
Design-Build Contractor		%	Construction Manager		%	Other – Describe:		%		
<b>4. Please indicate the percentage of billings for residential condominium projects that are in resort locations:</b>									%	
<b>5. For what percentage of your residential condominium projects are Construction Phase Services provided by the prime design professional?</b> If less than 100%, describe the circumstances under which you accept projects without the prime design professional providing Construction Phase services:									%	
<b>6. For what percentage of your residential condominium projects is the contractor selection made via:</b>										
Low Bid Selection		%	Quality Based Selection (QBS)		%					
Pre-qualified contractors subject to Low Bid Selection		%	Unknown		%					
<b>7. For residential condominium projects, how often do you require your clients to sign a:</b>										
Written Contract	# projects:				% projects:				%	
Standard AIA or EJCDC Agreement	# projects:				% projects:				%	
Hold Harmless Agreement	# projects:				% projects:				%	
<b>8. Please estimate your firm's experience in providing professional design services for residential condominiums by:</b> # years:                      # projects:                      Other qualifications:										
<b>9. Please describe the minimum qualifications and experience with residential condominiums you require from your residential condominium clients:</b> # years experience:                      # projects:                      Other qualifications:										
<b>10. Please estimate the amount of residential condominium business you have from repeat clients by:</b> # residential condo projects:                      % residential condo projects over the last 10 years:										

**FOR ARCHITECTS:**

**11.** Please indicate how often you are the Prime for all professional services provided on residential condominium projects by:  
 # residential condo projects: \_\_\_\_\_ % residential condo projects: \_\_\_\_\_

**12.** How often do you require certificates of insurance from sub-consultants you hire for residential condominium projects by:  
 # residential condo projects: \_\_\_\_\_ % residential condo projects: \_\_\_\_\_  
 Minimum requirements required from sub-consultants: \_\_\_\_\_

**13.** Please indicate the percentage of billings derived from the following residential condominium services:

<b>A.</b> Full A/E Design _____ %	<b>E.</b> Reports Opinions _____ %
<b>B.</b> Feasibility Studies _____ %	<b>F.</b> Non-structural _____ %
<b>C.</b> Master Plans _____ %	<b>G.</b> Interior Design _____ %

**D.** Other (please specify): \_\_\_\_\_ %

**14.** Please provide the following information regarding your firm's five largest residential condominium projects over the last five years. For "# of Joint Projects", please include the number of projects on which you worked together in your history.

Name and Location of Project	Resort? Y/N	Name and Address of Developer	# Joint Projects	Name and Address of Contractor	# Joint Projects
Dates & Description of Services You Provided		Client's Experience with Residential Condominiums	Gross Billings	Total Project Construction Cost	Quality Based Selection or Low Bid
<b>A.</b>	<input type="checkbox"/> Y <input type="checkbox"/> N				
			\$	\$	<input type="checkbox"/> QBS <input type="checkbox"/> Low Bid
<b>B.</b>	<input type="checkbox"/> Y <input type="checkbox"/> N				
			\$	\$	<input type="checkbox"/> QBS <input type="checkbox"/> Low Bid
<b>C.</b>	<input type="checkbox"/> Y <input type="checkbox"/> N				
			\$	\$	<input type="checkbox"/> QBS <input type="checkbox"/> Low Bid
<b>D.</b>	<input type="checkbox"/> Y <input type="checkbox"/> N				
			\$	\$	<input type="checkbox"/> QBS <input type="checkbox"/> Low Bid
<b>E.</b>	<input type="checkbox"/> Y <input type="checkbox"/> N				
			\$	\$	<input type="checkbox"/> QBS <input type="checkbox"/> Low Bid

Signature of Applicant	Print Applicant's Name & Title	Date
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Underwriting Managers and Program Administrators Two Wisconsin Circle, Chevy Chase, MD 20815  
 (301) 961-9800 Fax: (301) 951-5444

FOR ENGINEERS:				Policy/ISN:	
11. Please indicate the percentage of billings derived from the following condominium services:					
A.	General Civil Engineering – roads, surface parking, storm water	%	I.	Ground Testing/Soils	%
B.	Structural Engineering	%	J.	Foundation/Substructure	%
C.	Parking Structures	%	K.	Surveys of Subsurface Conditions	%
D.	Piers, Docks, Other Marine Engineering	%	L.	Pools/Playgrounds	%
E.	Land Surveying	%	M.	Mechanical – HVAC*	%
F.	Environmental Assessments/Impact	%	N.	Mechanical – Plumbing	%
G.	Landscape Architecture	%	O.	Mechanical – Other	%
H.	Site Preparation	%	P.	Electrical	%
*Mechanical – HVAC Contractors: Has your company established written procedures to address mold? Please attach a copy of your procedures					<input type="checkbox"/> Y <input type="checkbox"/> N
12. Please provide the following information regarding your firm's five largest residential condominium projects over the last five years. For "# of Joint Projects", please include the number of projects on which you worked together in your history.					
	Name and Location of Project	Resort? Y/N	Name and Address of Client	# Joint Projects	Client type (Architect, Contractor, Condo Assoc., Unit Owner, Developer, Design/Build Contractor etc.)
	Dates & Description of Services You Provided		Client's Experience with Residential Condominiums	Gross Billings	Total Project Construction Cost
A.		<input type="checkbox"/> Y <input type="checkbox"/> N			
				\$	\$
B.		<input type="checkbox"/> Y <input type="checkbox"/> N			
				\$	\$
C.		<input type="checkbox"/> Y <input type="checkbox"/> N			
				\$	\$
D.		<input type="checkbox"/> Y <input type="checkbox"/> N			
				\$	\$
E.		<input type="checkbox"/> Y <input type="checkbox"/> N			
				\$	\$
Signature of Applicant			Print Applicant's Name & Title		Date



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