



Applicant's Name: _____
 Mailing Address: _____

 Location: _____

 Website Address: _____

Agency Name: _____
 Agent Address: _____

 Email: _____
 Phone: _____

ANSWER ALL QUESTIONS – IF THEY DO NOT APPLY, INDICATE “NOT APPLICABLE”

Confirmed Renewal Date:	From:	To:	
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Revenues by roofing operations as follows:

1.	What percentage of your work is commercial (office buildings, schools, retail establishments)?	
	What percentage of your work is industrial (plants, warehouses)?	
	What percentage of your work is residential (home, condominiums)?	
	Total 100%	

Will there be any work projected on NEW Residential Condominiums? Yes No
 If yes, what percentage of overall revenues? _____ %

Is the contractor likely to complete more than 50 dwellings in new residential construction? Yes No
 (This definition includes homes, apartments, condominiums)

Years in Business		Years of Experience	
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Risks must be in operation for a minimum of 5 years or have acceptable resume with 5 years of prior experience

2.	Type of Roofing Operation	Residential	Commercial	Industrial	% of Total Operations
	What percentage of work is New Construction?				
	What percentage of work is Replacement?				
	What percentage of work is Repairs?				
	Other Describe				
Indicate type of work performed dollar values and percentage of operation within Type of Roofing Operation					
Application of HEAT roof system Dollar Value \$\$					
		Residential	Commercial	Industrial	% of Total Operations
	2 Ply Modified Torch On				
	4 Ply Built Up Roofing Asphalt				
	Single Ply TPO/PVC				
COLD Applied roof systems Dollar Value \$\$					
	2 Ply Modified				
	Any other built-up roofing				
	TPO or PVC				
	EPDM				
	Liquid Applied, Elastomeric or Rubber Coatings				
	Spray Foam				
	Shingles				
	Wood Shakes				
	Tiles or Slate				
	Metal				
	Other (describe)				
	Totals by Operation				
	Grand Total of all Operations				

Other Hot work not described above? _____

3. **Check work done other than roofing:** Waterproofing Siding Asbestos removal Rain gutters
 Carpentry Insulation Other (describe): _____

What percentage of the total operations represent? %

What experience does the insured have with this operation? _____

4. If hot tar, torch or other "hot process" is used, explain in detail the process and what safety precautions are used:

5. Do you subcontract any work? Yes No
 If yes, what percentage do you subcontract? _____ %
 If the Insured subcontracts \$100,000 or more kindly provide a copy of the Subcontractor Agreement.

6. Check the type of work subcontract out: Waterproofing Siding Hot Tar Rain Gutters
 Carpentry Insulation Other (describe): _____

7. What is the annual cost of the work subcontracted out? \$ _____ Yearly

8. Are Certificates of Insurance (of equal limits) received on all subcontracted work? Yes No

9. How long are Certificates of Insurance kept? Unit job ends One year Two years Three years
 More than three years Never Kept

10. List any roofing/builder associations in which you are a member:

11.

Year	Receipts	Payroll	No. of Full-Time Employees	No. of Part-Time Employees
	\$	\$		
	\$	\$		
	\$	\$		

12. Do you offer warranties? Yes No
 If yes, attach copies of warranty.

13. What is the average height of buildings you work on? _____ stories
 Confirm Maximum height at which the insured works.

14. Confirm the maximum depth below grade at which they work.

15.	List your 5 largest projects from the last 5 years.	Current work on hand
	1.	
	2.	
	3.	
	4.	
	5.	

Largest Projects Underway

16.	List your 5 largest projects from the last 5 years.	Current work on hand
	1.	
	2.	
	3.	
	4.	
	5.	

PUBLIC PROTECTION

17. Do you have a written safety program? Yes No

18. How do you protect the general public from potential injury? Check one or more:

- Rope off work area
 Signs
 Cones
 Flashing lights
 Man always on the grounds
 No protection necessary
 Other (describe): _____

19. How are materials lifted to the roof?
 Ladder
 Hoist
 Pulley
 Crane

Other (describe): _____

20. Are materials and equipment left overnight at job site? Yes No

21. In what manner are openings in roof protected overnight?
 Tarp
 Waterproof plywood
 Never leave openings

Other (describe): _____

22. What on-the-job precautions do you take when rained on?
 Tarp
 Waterproof plywood
 Never leave openings

Keep on working
 Never start job
 Remarks (be specific): _____

23. Are all jobs inspected by a foreman or the contractor at completion before leaving the job site? Yes No

Binding requirements:

- Completed and Signed Contractors' Questionnaire/ Application.
- Confirmation of maximum height at which the insured works and the maximum depth below grade at which they work.
- A Copy of the Subcontract agreement if subcontract costs exceed \$100,000.
- Five (5) years currently valued, hard copy loss runs
- List of largest projects completed in last 3 years.
- Current Work in Progress (WIP) schedule that includes, **at a minimum, the largest three projects currently underway.**
- Is the contractor likely to complete more than 50 dwellings in new residential construction:
"This definition includes homes, apartments, condominiums."

24. Are all jobs inspected by a foreman or the contractor at completion before leaving the job site? Yes No

APPLICANTS NAME AND TITLE: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

(Must be signed by an owner, partner or executive officer)

PRODUCER'S SIGNATURE: _____ DATE: _____

NAME AND PHONE NUMBER OF INDIVIDUAL TO CONTACT FOR INSPECTION/AUDIT: _____

IMPORTANT NOTICE

As part of our underwriting procedure, a routine inquiry may be made to obtain applicable information concerning character, general reputation, personal characteristics, and mode of living. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided.