

## 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<br>Number of Transactions   | \$ | <hr/> <hr/>    |
| (b) Real Estate Property Management<br>Types of Properties Managed                                  | \$ | <hr/> <hr/>    |
| (c) Real Estate Appraisals<br>Number of Appraisals  | \$ | <hr/> <hr/>    |
| (d) Mortgage Brokerage<br>Number of Loans Placed  | \$ | <hr/> <hr/>    |
| (e) Real Estate Consulting<br>Number of Contracts   | \$ | <hr/> <hr/>    |
| (f) Syndication/Partnerships<br>(Attach sample offerings, agreements,<br>description of activities) | \$ | <hr/> <hr/>    |
| (g) Property Development and/or Construction<br>(Attach detailed description of operations)         | \$ | <hr/> <hr/>    |
| (h) Real Estate Leasing Services  | \$ | <hr/> <hr/>    |
| Total Commission/Fees   |    | \$ <hr/> <hr/> |

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

Commercial	<hr/>	%
Residential	<hr/>	%
Industrial	<hr/>	%
Agricultural	<hr/>	%
Undeveloped Land	<hr/>	%
Other (describe)	<hr/>	%

3. Are sales personnel employees or independent contractors? 

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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. 

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(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. \_\_\_\_\_

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

7. What percentage of transactions involve dual agency? \_\_\_\_\_%

a. How is this disclosed to clients? \_\_\_\_\_

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