

PROPERTY MANAGEMENT SUPPLEMENTAL INFORMATION

INSURED NAME: _____ DATE: _____

AGENCY: _____ AGENT NAME: _____

1. About the insured's employees:

How many workers do they employ full-time?	How many workers do they employ part-time?	How many seasonal employees?	What are their ages?	What are their duties?	What are their experience levels?	What is their training?

2. Are all employees required to provide a signed US Department of Justice Form I-9 for verification of employment eligibility? Yes _____ No _____ If no, explain _____

3. What is the level of employee supervision? _____

4. What is the layout of the insured's office facilities and property sites? _____

5. What is the level of housekeeping at the insured's sites and offices? _____

6. What type of property management is insured involved in (residential/ commercial/ combination)? _____

7. Is there any real estate sales involved? Yes _____ No _____

8. Percentage of work is subcontracted: _____% Operations sublet? _____

9. Are workers' compensation insurance certificates obtained for subcontracted work? Yes _____ No _____

10. Is electrical equipment inspected regularly by a licensed electrician? Yes _____ No _____

11. What is the experience and qualifications of the insured's elevator maintenance and repair service contractors?

12. Does the insured have older properties inspected for the presence of asbestos and/or lead before any major repairs or remodeling jobs take place? Yes _____ No _____

13. Are workstations ergonomically designed? Yes _____ No _____

14. Are employees trained to properly lift heavy objects or ask for help when needed? Yes _____ No _____

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- 15. Are employees provided with proper material handling devices? Yes _____ No _____
- 16. Is PPE (Personal Protective Equipment) provided for employees (such as work gloves, safety goggles, and safety shoes)? Yes _____ No _____
- 17. Are material safety data sheets (MSDSs) supplied to all employees who work with chemicals? Yes _____ No _____
- 18. Are non-English speaking employees hired? Yes _____ No _____
- 19. Are non-English speaking employees instructed in proper safety techniques and rules? Yes _____ No _____
- 20. Are any supervisors bilingual? Yes _____ No _____
- 21. Is any work performed above ground level? Yes _____ No _____ What is the maximum number of stories? _____
- 22. Are non-slip base ladders or scaffolding inspected prior to use? Yes _____ No _____
- 23. Does the insured employ its own security guards to patrol the properties? Yes _____ No _____ If yes, is this service contracted out? Yes _____ No _____