



**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 \_\_\_\_\_