



**APARTMENT SUPPLEMENTAL APPLICATION**  
(Include Acord application)

Applicant's Name: \_\_\_\_\_ Location Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

**APARTMENTS:**

On-site manager? Yes No Hours available: \_\_\_\_\_  
 Are units available for daily or weekly rental? Yes No  
 Age of Building: \_\_\_\_\_ # of Buildings: \_\_\_\_\_ # of Stories: \_\_\_\_\_ # of Families: \_\_\_\_\_ % Occupied: \_\_\_\_\_ %  
 Is there an elevator on premises? Yes No Is an elevator maintenance agreement in force? Yes No  
 Construction – last updated: \_\_\_\_\_ Roof: \_\_\_\_\_ Wiring: \_\_\_\_\_  
 If over 10 years, provide details: \_\_\_\_\_  
 If aluminum wiring, have all outlets been pigtailed and checked by a licensed electrical contractor within the past 5 years? Yes No  
 Number of years owned: \_\_\_\_\_  
 Condition of Property: Good Average Poor  
 Surrounding Area: Improving Stable Declining  
 Occupancy: \_\_\_\_\_% Student Housing \_\_\_\_\_% Subsidized \_\_\_\_\_% Elderly

**FIRE/SAFETY INFORMATION:**

Are space heaters utilized or are tenants permitted to have space heaters? Yes No  
 Hallways/stairwells open or closed: \_\_\_\_\_ # of Exits: \_\_\_\_\_  
 Fire doors and panic hardware? Yes No  
 Is there a central station? Yes No If yes, is it monitored to desk? Yes No  
 Are heat/smoke detectors in each unit? Yes No Are heat/smoke detectors: Hard Wired  
 Battery  
 How often are detectors tested? \_\_\_\_\_ How often are batteries replaced? \_\_\_\_\_  
 Are carbon monoxide detectors in each unit? Yes No  
 Is risk sprinklered? Yes No  
 If yes, describe which areas: \_\_\_\_\_  
 Is property compliant with all city/state housing codes? Yes No

**SWIMMING POOL INFORMATION:**

CHECK HERE IF NOT APPLICABLE.

Are lifeguards employed by you or subcontracted? Yes No If yes, are certificates of insurance provided? Yes No  
 Number of pools: \_\_\_\_\_  
 Are pools fenced from all units? Yes No If yes, what is the height of the fence? \_\_\_\_\_  
 Is there a diving board or slide? Yes No If yes, what is the height of the board? \_\_\_\_\_  
 Are there depth markers? Yes No Shepard's hook/ring nearby? Yes No  
 Self-closing gate? Yes No Any structures within 10 feet of edge of pool? Yes No  
 Are warning signs and rules posted in a clearly visible area? Yes No

**SECURITY:**

Are sliding glass doors equipped with additional locks? Yes No  
 Do entry doors have peepholes and keyless deadbolts? Yes No  
 Are there any security guards on premises? Yes No  
 If yes, please provide full details including whether armed or unarmed, off-duty police, independent firm (which provides certificates?) or employees and if there is any non-cash compensation: \_\_\_\_\_  
 Are there fences and/or gates surrounding the property? Yes No



Are criminal checks done on employees? Yes No  
 Are criminal checks done on prospective tenants? Yes No  
 Have there been any previous incidents of physical or sexual assault? Yes No

**OTHER:**

Confirm that lease/rental agreement makes no warranties with regard to security and that leasing agents/employees are instructed to advise potential and current tenants to dial 9-1-1. Yes No

Any of the following? Please describe all yes answers in detail below.					
Baseball Fields	Yes No	Clubhouse	Yes No	Restaurants	Yes No
Basketball Courts	Yes No	Convenience Store	Yes No	Saunas/Spas	Yes No
Racquetball Courts	Yes No	Exercise Facility	Yes No	Security Guards	Yes No
Tennis/Volley Ball Courts	Yes No	Lakes	Yes No	Laundry Room	Yes No
Bathing Beaches	Yes No	Lifeguards	Yes No	Special Events	Yes No
Bike/Horse Trails	Yes No	Parks	Yes No	Streets/Roads	Yes No
Boat Docks/Slips	Yes No	Playgrounds	Yes No	Other: _____	Yes No

If yes to any above, please describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**MAINTENANCE:**

Is janitorial, lawn care, or snow removal performed by outside contractors or employees? Yes No  
 If outside contractors, is a certificate of insurance provided? Yes No

**Attach schedule if multiple properties/locations.**

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime. This application does not bind any of the parties to complete the insurance transaction.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Producer's Signature

\_\_\_\_\_  
 Date