Architects & engineers

Insurance application form

US

The purpose of this application form is for us to find out more about you. You must provide us with all information which may be material to the cover you wish to purchase and which may influence our decision whether to insure you, what cover we offer you or the premium we charge you.

How to complete this form

The individual who completes this application form should be a senior member of staff at the company and should ensure that they have checked with other senior managers and colleagues responsible for arranging the insurance that the questions are answered accurately and as completely as possible. Once completed, please return this form to your insurance broker.

Section 1: Company Details

1.1 Please state the name and address of the principal company for whom this insurance is required. Cover is also provided for the subsidiaries of the principal company, but only if you include the data from all of these subsidiaries in your answers to all of the questions in this form:

Company name:

Primary address (Address, State, ZIP, Country):

Website Address:

1.2 Date company was established: (MM/DD/YYYY)

1.3 Number of employees:

1.4 Estimate for current financial year payroll: $

1.5 Please show the details of all partners/directors:

Name	Years in position	Years experience	Qualifications

1.6 Date of company financial year end (MM / DD / YYYY):

1.7 Please state your gross revenue in respect of the following years:

	Last complete FY	Estimate for current FY	Estimate for next FY
Domestic revenue:	$	$	$
USA revenue:	$	$	$
International revenue:	$	$	$
Total gross revenue:	$	$	$
Profit (Loss):	$	$	$

1.8 Please provide details for the primary contact for this insurance policy:

Contact name: Position:

Email address: Telephone number:

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Section 2: Activities

2.1 Please describe below the products and services supplied by your business:

2.2 Please provide an approximate percentage breakdown of how your revenue is generated from your products and services:

Acoustic engineering:	%	HVAC engineering:	%
Aeronautical engineering:	%	Hydraulic/fire engineering:	%
Architectural:	%	Interior design:	%
Building surveying:	%	Land surveying:	%
Chemical engineering:	%	Landscape architect:	%
Civil engineering:	%	Marine engineering:	%
Corrosion engineering:	%	Marine surveying:	%
Drafting engineering:	%	Mechanical engineering:	%
Electrical engineering:	%	Nuclear engineering:	%
Environmental engineering:	%	Plumbing engineering:	%
Expert witness:	%	Project/construction manager:	%
Feasibility studies:	%	Site safety inspection	%
Foundation/underpinning engineering:	%	Structural engineering:	%
Geologists:	%	Town planning:	%
Geotechnical/soil engineering:	%	Other (please provide details):	%

2.3 Please provide a percentage breakdown of your revenue generated from your products and services supplied to the following:

Airports (post-board):	%	Industrial buildings:	%
Airports (pre-board):	%	Marine structures:	%
Amusement structures:	%	Mechanical plant:	%
Apartments:	%	Mines:	%
Basements:	%	Petrochemical/refineries:	%
Bridges:	%	Public buildings:	%
Building envelope:	%	Railways:	%
Bulk handling structures:	%	Roads/highways:	%
Cladding/siding:	%	Roofs:	%
Commercial buildings:	%	Swimming pools:	%
Condominiums:	%	Tunnels:	%
Dams:	%	Water/sewerage systems:	%
Domestic buildings:	%	Other (please provide details)	%

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2.4 Please state whether you belong to any associations related to your products and services: ☐ Yes ☐ No

If you have answered "yes", please list below:

2.5 Please state whether you construct or erect any structure or provide any installation services: ☐ Yes ☐ No

2.6 Please state whether you manufacture, fabricate or assemble any product: ☐ Yes ☐ No

2.7 Please state whether you assume responsibility under contract for any services or products declared in 2.5 or 2.6 above: ☐ Yes ☐ No

If you have answered "yes" to questions 2.5, 2.6 or 2.7 please provide details:

Section 3: Contract & Risk Management Information

3.1 Please complete the following in respect of your three largest projects in the past three years:

Name of client	Nature of work	Annual contract income	Duration	Project/construction value

3.2 a) Do you or any of your employees retain an ownership interest in any other entity? ☐ Yes ☐ No

If "yes", please provide the following details:

Owner name	Amount Ownership Interest	Entity Name	Relation to Insured	Nature of Activities	Entity's Gross Revenues in Past Year

b) Do you provide any professional services to any of the above entities? ☐ Yes ☐ No

c) Do you hire any of the above entitites to provide services for it? ☐ Yes ☐ No

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3.3 Approximately how many customers do you have?

3.4 Please describe how, if at all, you limit your liability for consequential loss or financial damages under a written contract:

3.5 Please describe your legal review process, if any, before entering into new contracts or agreements:

3.6 Do you employ subcontractors? ☐ Yes ☐ No

If "yes", please state:

a) the approximate percentage of your revenue, in your current financial year, that will be paid to subcontractors (%):

b) whether you sign reciprocal hold harmless agreements: ☐ Yes ☐ No

c) whether you ensure that contractors have their own errors and omissions and general liability insurance: ☐ Yes ☐ No

If you answered "yes" to c) above, what is the limit of liability that subcontractor must purchase? $

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Section 4: Property Cover

If you require property cover, please complete the questions in Appendix 1.

Section 5: Claims Experience

5.1 Please state whether you are aware of any incident:

a) which may result in a claim under any of the insurance for which you are applying to purchase in this application form: ☐ Yes ☐ No

b) which resulted in legal action being made against any of the companies to be insured within the last 5 years: ☐ Yes ☐ No

c) or cease and desist orders been made against you; ☐ Yes ☐ No

d) which resulted in a partner or director being found guilty of any criminal, dishonest or fraudulent activity or been investigated by any regulatory body? ☐ Yes ☐ No

If you have answered "yes" to any of the above then please describe the incident, including the monetary amount of the potential claim or the monetary amount of any claim paid or reserved for payment by you or by an insurer. Please include all relevant dates, including a description of the status of any current claim which has been made but has not been settled or otherwise resolved.

5.2 Please provide details of your current Professional Indemnity insurance, if applicable, and what you require for the next year of insurance:

	Retroactive date (MM/YY)	Effective date (MM/YY)	Limit	Deductible	Premium	Insurer
Current:						
Required:					N/A	N/A

5.3 Please provide details of your current General Liability insurance, if applicable, and what you require for the next year of insurance:

	Effective date (MM/YY)	Limit	Deductible	Premium	Insurer
Current:					
Required:				N/A	N/A

5.4 Please tick whether you require quotes for any of the following covers:

Cyber and Privacy Liability ☐

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Section 6: Additional Information

Please use this space below to provide us with any other relevant information:

Important notice

By signing this form you agree that the information provided is both accurate and complete and that you have made all reasonable attempts to ensure this is the case by asking the appropriate people within your business. CFC Underwriting will use this information solely for the purposes of providing insurance services and may share your data with third parties in order to do this. We may also use anonymized elements of your data for the analysis of industry trends and to provide benchmarking data. For full details on our privacy policy please visit ***www.cfcunderwriting.com/privacy***

Contact name: Position:

Signature: Date (MM/DD/YYYY):

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Appendix 1: Property Cover

Please copy this appendix if more than one premises is to be insured.

4.1 Premises Address (Address, State, ZIP, Country):

4.2 Please detail the amounts to be insured below for the premises:

NOTE: The amounts insured you state below should be the full rebuilding or replacement cost in each of the categories. If you understate these amounts you will be under-insuring and we may not pay the full amount of your claim. It is therefore essential that these amounts are as close to the true values of the insured items as possible.

Building coverage: $ Computer equipment: $

Tenants improvements: $ Portable equipment: $

Inventory/stock: $ Other business contents: $

Loss of income: $ Loss of rent: $

Indemnity period for loss of income / rent (months):

4.3 *Please state:*

a) when was the premises built (MM/DD/YYYY): b) when it was last renovated (MM/DD/YYYY):

c) how the premises is constructed:

☐ Steel frame ☐ Brick/Concrete/Stone ☐ Steel sheet ☐ Other:

d) when approximately the roof of the premises was last renovated (MM/DD/YYYY):

e) how the roof is constructed:

☐ Pitched tiled ☐ Slate ☐ Profile steel sheeting ☐ Other:

f) the percentage of flat roof on the premises (%):

g) how the floor is constructed:

☐ Concrete ☐ Timber ☐ Other:

h) whether composite panels are used in the construction: ☐ Yes ☐ No

If "yes", please state:

the age of the composite panels:

whether the panels are approved by an appropriate regulatory body and comply with the applicable minimum building regulations: Yes ☐ No ☐

the type of infill:

Please state:

i) whether the premises is detached: ☐ Yes ☐ No

If "no", please state what measures are in place to protect the premises from damage if there is a fire in a neighbouring property:

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j) whether the premises has a lockable entrance door: ☐ Yes ☐ No

If "no", please provide details on alternative security:

k) whether the premises is self-contained: ☐ Yes ☐ No

l) whether the premises has its own means of access: ☐ Yes ☐ No

m) whether the premises is protected by:

☐ Security grills ☐ Shutters ☐ Window bars

n) whether the premises contains other external doors: ☐ Yes ☐ No

If "yes", please state the type of locking system:

☐ Key operated security bolt ☐ Panic bar locking system ☐ Other:

o) whether the premises has lockable opening windows on all levels: ☐ Yes ☐ No

If "yes", please state the type of locking system:

☐ Key operated locking device ☐ N/A (i.e. premanently sealed shut)

p) whether the premises is protected by intruder alarm systems which are connected to all windows and doors and is subject to an annual maintenance contract: ☐ Yes ☐ No

If "yes", please state the type of alarm:

☐ Bells only ☐ Central Station ☐ A.D.T ☐ BT

q) whether the premises is protected by exterior and interior cameras: ☐ Yes ☐ No

r) whether the premises is overseen by 24 hour guards: ☐ Yes ☐ No

NOTE: We may refuse to pay a claim if all of the devices for the security of your premises including locks and the intruder alarm are not in full and effective operation whenever the premises is closed for business or otherwise left unattended.

s) whether the premises is free from cracks or other signs of damage that may be due to subsidence, landslip or heave and has not previously suffered damage by any of these causes: ☐ Yes ☐ No

t) whether the premises is in an area free from flooding and not near the vicinity of any rivers, streams or tidal waters: ☐ Yes ☐ No

u) whether the premises is heated by one of the following methods: conventional electric, gas , oil or solid fuel: ☐ Yes ☐ No

v) whether the premises has a back-up system for the electrical supply heating: ☐ Yes ☐ No

w) whether the premises has lifts, boilers, steam and pressure vessels inspected and approved to comply with all of the statutory requirements: ☐ Yes ☐ No

x) whether the premises has a back-up system for the electrical supply: ☐ Yes ☐ No

y) whether the premises has any portable premises: ☐ Yes ☐ No

NOTE: Assuming you have answered "yes" to the questions u) and v) above, it is important to keep records of all the relevant inspections as we may ask for evidence of these before paying a claim.

If you have answered "no" to any of the above questions, please give further details:

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4.4 Are any of the premises listed? ☐ Yes ☐ No

If "yes", please state the grade: ☐ Grade I ☐ Grade II

4.5 If applicable, how is your stock stored at the premises?

4.6 Are flammable/hazardous substances kept in a specialist, flame proof cabinet in line with health and safety regulations? ☐ Yes ☐ No

If "yes", please provide details:

4.7 If requesting a limit for business interruption, do you have a business continuity plan in place? ☐ Yes ☐ No

If "yes", please provide details:

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ALABAMA FRAUD WARNING: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution, fines or confinement in prison, or any combination thereof.

ARKANSAS FRAUD WARNING: Any person who knowingly presents a false or fraudulent claim for payment for a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

CALIFORNIA FRAUD WARNING: For your protection California law requires the following to appear on this form. Any person who knowingly presents false or fraudulent information to obtain or amend insurance coverage or to make a claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

COLORADO FRAUD WARNING: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies.

DISTRICT OF COLUMBIA FRAUD WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

FLORIDA FRAUD WARNING: Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

KANSAS FRAUD WARNING: Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written, electronic, electronic impulse, facsimile, magnetic, oral, or telephonic communication or statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

KENTUCKY FRAUD WARNING: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

LOUISIANA FRAUD WARNING: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

MAINE FRAUD WARNING: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or denial of insurance benefits.

MARYLAND FRAUD WARNING: Any person who knowingly or willfully presents a false or fraudulent claim for payment for a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

NEVADA FRAUD WARNING: Any person who includes any materially false or materially misleading information on an application for an insurance policy may be guilty of a crime and subject to penalties that include imprisonment, fines and denial of insurance benefits.

NEW JERSEY FRAUD WARNING: Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

NEW MEXICO FRAUD WARNING: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties.

NEW YORK FRAUD WARNING: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

OHIO FRAUD WARNING: Any person who, with the intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

OKLAHOMA FRAUD WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

OREGON FRAUD WARNING: Any person who, with an intent to knowingly defraud or knowingly facilitate a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement or a material fact, may be guilty of insurance fraud.

PENNSYLVANIA FRAUD WARNING: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

PUERTO RICO FRAUD WARNING: Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation by a fine of not less than $5,000 and not more than $10,000, or a fixed term of imprisonment for 3 years, or both penalties. Should aggravating circumstances be present, the penalty thus established may be increased to a maximum of 5 years, if extenuating circumstances are present, it may be reduced to a minimum of 2 years.

RHODE ISLAND FRAUD WARNING: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

TENNESSEE FRAUD WARNING: It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.

VERMONT FRAUD WARNING: Any person who knowingly presents a false statement in an application for insurance may be guilty of a criminal offense and subject to penalties under state law.

VIRGINIA FRAUD WARNING: It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.

WASHINGTON FRAUD WARNING: It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.

WEST VIRGINIA FRAUD WARNING: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.