

Property and General Liability Questionnaire

General Information

1. Name of Contact
2. Business Name/ Business Location Address / Mailing Address if different
 - a. Telephone:
 - b. Fax:
 - c. Email:
 - d. Federal Tax ID Number:
3. Will this entity be a:
 - Corporation
 - Partnership
 - Individual
 - Joint Venture
 - Other
4. Proposed Start Date:
5. What is the expected first year of annual sales
6. What is the expected first year of payroll: (estimates OK)
 - a.
 - b.
 - c.
 - d.
7. Is this a new venture? (if not, were there any Liability claims in past)
8. Please provide a brief description on managements experience in term of (for a new venture, this information may be applied for any discounts in lieu of previous claims history)
 - a. Number of years in management (experience background)
 - b. b. Number years running / owning independent business

9. Any previous sales of joint ventures?
10. Any previous Bankruptcies, Tax or Credit liens over the last 5 years against principals?

Business Property Coverages

1. Sq Footage of space being leased/ Total Sq footage of building
2. Cost of Tenant Improvements (estimates are OK)
3. Cost of Business Personal Property (computers, Laser Equipment, furniture, etc)
4. Does building have sprinklers?
5. Does the building have other occupants? If so, what type of businesses are they?
6. Describe what is located on each side and back of the building (e.g. parking lots, adjacent buildings, etc.
7. Describe what is located on sides & back of building (e.g. parking lots, adjacent building, etc)

Year of Construction of Building

How many stories does the building have?

8. Will any of the equipment be transported (e.g. from one office to another)?
9. Does the facility have a burglar alarm?
 - a. If yes, is it monitored offsite or, just sound alarm in building?
 - b. Name of monitoring service.
10. Type of construction of the building? (e.g. framed construction or steel & concrete)
11. What year was the building constructed? (e.g. if more than 25 years old, list improvements or renovations)
 - i. Wiring
 - ii. Roof
 - iii. Plumbing
 - iv. Heating
 - v. Other

General Liability

