



**IMPORTANT INSTRUCTIONS**

This Application will only be accepted for homeowner/condominium associations, residential cooperatives, or timeshare entities. Some of the information in this Application may be prefilled based on previously provided information. Make appropriate changes if necessary.

**GENERAL INFORMATION**

Name of Applicant:

Physical Address:

City:	State:	Zip:
-------	--------	------

Mailing Address (c/o if applicable):

City:	State:	Zip:
-------	--------	------

Telephone Number (for billing inquiries):

Total revenue as of most recent fiscal year-end: \$	Expiring Policy Number:
--	-------------------------

**EMPLOYEE AND LOCATION INFORMATION**

1. Include all full-time, part-time, leased, seasonal, and temporary employees of all Applicant(s).

*NOTE: The employee count should not include employees of the property management company.*

- a. Total full-time and part-time employees: \_\_\_\_\_  N/A
- b. Total officers, directors, trustees (do not include volunteers): \_\_\_\_\_  N/A
- c. Total volunteers: \_\_\_\_\_  N/A

**INTERNAL CONTROL INFORMATION**

- 2. Are bank accounts reconciled monthly by someone other than the person responsible for making deposits, withdrawals, or signing checks?  Yes  No
- 3. Are disbursement processes segregated so that one person cannot control a process from beginning to end, including electronic transfers, check issuance, and payroll?  Yes  No
- 4. Does the board of directors or trustees regularly review the following?
  - a. Monthly bank statements  Yes  No
  - b. Reserve fund balance  Yes  No
  - c. Budget reconciliation reports  Yes  No
  - d. Approved vendor list  Yes  No
- 5. Does the Applicant verify the receipt of inventory, supplies, goods, or services against an invoice before making payment to a vendor?  Yes  No
- 6. Does the Applicant desire coverage for any contracted independent property manager?  Yes  No
  - a. If Yes, provide the exact name of the property management company: \_\_\_\_\_  N/A
  - b. If Yes, provide the total number of property manager employees performing services for the Applicant: \_\_\_\_\_  N/A

**INTERNAL CONTROL INFORMATION (CONTINUED)**

- 7. Does the property manager have access to the Applicant’s bank accounts? [ ] Yes [ ] No
If Yes, has the board of directors established limits of authority for check signing and invoice payments? [ ] Yes [ ] No [ ] N/A
8. Can the property manager withdraw funds from the Applicant’s reserve fund accounts? [ ] Yes [ ] No
If Yes, provide details.

Answer the following if the Applicant currently has or is requesting an Employee Theft Limit greater than \$250,000.

- 9. How are the Applicant’s financial statements prepared?
[ ] Internally prepared or property manager prepared [ ] Outside CPA Review or Compilation [ ] Outside CPA Audit [ ] Not prepared

Answer the following if the Applicant currently has or is requesting a Social Engineering Fraud Limit greater than \$100,000.

- 10. Does the Applicant confirm all payee account set-up and change requests by a direct call to the payee using a pre-determined telephone number (i.e., a number from a confirmed source provided prior to the request)? [ ] Yes [ ] No [ ] N/A
11. Does the Applicant require a telephone call or face-to-face meeting to verify the authenticity of any payment or funds transfer request made by an internal company source or subsidiary? [ ] Yes [ ] No [ ] N/A

**REQUESTED INSURANCE TERMS/CURRENT INSURANCE INFORMATION**

- 12. Does the Applicant desire any changes to the expiring policy limits or retentions? [ ] Yes [ ] No
If Yes, indicate the desired changes in the table below.

Table with 3 columns: Requested Crime Coverage, Requested Limit, Requested Retention. Rows include Fidelity: Employee Theft, Forgery or Alteration, On Premises (Money, Securities and Other Property), In Transit (Money, Securities and Other Property), Money Orders and Counterfeit Money, Computer Fraud, Funds Transfer Fraud, Social Engineering Fraud.

**REQUIRED ATTACHMENTS**

As part of this Application, provide copies of the documents listed below. Such documents are made a part of this Application, and the Company may elect to obtain requested information from public sources, including the internet.

- Most recent year-end financial statement, if limit requested is \$5,000,000 or greater. A CPA prepared statement is preferred.
• Social Engineering Fraud Supplemental Application, if limit requested is \$250,000 or greater.

**ORGANIZATIONS NOT ELIGIBLE FOR COVERAGE**

Coverage will not be considered for companies involved in whole or in part in paramilitary operations, pornography, adult entertainment, escort services, prostitution, or the manufacturing, distribution, or sale of marijuana.

**NOTICE REGARDING COMPENSATION**

For information about how Travelers compensates independent agents, brokers, or other insurance producers, please visit this website: \_\_\_\_\_

If you prefer, you can call the following toll-free number: 1-866-904-8348. Or you can write to us at Travelers, Agency Compensation, One Tower Square, Hartford, CT 06183.

## **FRAUD STATEMENTS – ATTENTION APPLICANTS IN THE FOLLOWING JURISDICTIONS**

**ALABAMA, ARKANSAS, DISTRICT OF COLUMBIA, MARYLAND, NEW MEXICO, AND RHODE ISLAND:** Any person who knowingly (or willfully in MD) presents a false or fraudulent claim for payment of a loss or benefit or who knowingly (or willfully in MD) presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**CALIFORNIA:** 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:** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company to defraud or attempt 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 to defraud or attempt to defraud the policyholder or claimant regarding a settlement or award payable from insurance proceeds will be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

**FLORIDA:** 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.

**KENTUCKY, NEW JERSEY, NEW YORK, OHIO, AND PENNSYLVANIA:** 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. (In New York, the civil penalty is not to exceed five thousand dollars (\$5,000) and the stated value of the claim for each such violation.)

**LOUISIANA, MAINE, TENNESSEE, VIRGINIA, AND WASHINGTON:** It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company to defraud the company. Penalties include imprisonment, fines, and denial of insurance benefits.

**OREGON:** 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 may be guilty of a crime and may be subject to fines and confinement in prison.

**PUERTO RICO:** Any person who knowingly and intending to defraud 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, will incur a felony and, upon conviction, will be sanctioned for each violation with the penalty of a fine of not less than \$5,000 and not over \$10,000, or a fixed term of imprisonment for three years, or both penalties. Should aggravating circumstances be present, the penalty established may be increased to a maximum of five years; if extenuating circumstances are present, it may be reduced to a minimum of two years.

## **SIGNATURES**

The undersigned Authorized Representative represents that to the best of their knowledge and belief, and after reasonable inquiry, the statements provided in response to this Application are true and complete, and, except in North Carolina, may be relied upon by Travelers as the basis for providing insurance. The Applicant will notify Travelers of any material changes to the information provided. Except in North Carolina and Utah, this Application, including any requested or submitted information, will be deemed attached to and form a part of any policy issued.

Electronic Signature and Acceptance – Authorized Representative\*

\*If electronically submitting this document, electronically sign this form by checking the Electronic Signature and Acceptance box above. By doing so, the Applicant agrees that use of a key pad, mouse, or other device to check the Electronic Signature and Acceptance box constitutes acceptance and agreement as if signed in writing and has the same force and effect as a signature affixed by hand.

Authorized Representative Signature: <b>X</b>	Authorized Representative Name and Title:	Date (month/dd/yyyy):
Producer Name (required in FL & IA): <b>X</b>	State Producer License No (required in FL):	Date (month/dd/yyyy):
Agency:		Agency Phone Number: