

**Commercial Output Program
Application**



Named Insured	
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1. Locations and Limits

You may use the Property Schedule on page 3, or submit your location information on a separate spreadsheet, using the information requested on page 3 as a guide. For renewal policies, you may submit changes only.

Provide limits for **Building, Business Personal Property** and **Income** coverages.

2. Building Coverage (B)

a. Building

Includes on-premises radio/tv towers/antennas, fences, signs (attached/unattached) and foundations.

b. Historical Buildings

<p>List buildings that are either designated as historical buildings or located in a designated Historical District (include name of Historical District)</p>

3. Business Personal Property Coverage (BPP)

Includes the following within a single limit of insurance:

a. Property of Others

Property owned by your business, leased by your business for which you have a contractual responsibility to insure and property of others that is in your care, custody, or control.

These values must be added to the BPP location limits.

b. Computers

Computer Hardware, Software, Media and Data. This coverage includes \$25,000 for virus and hacking damage.

These values must be added to the BPP location limits.

c. Mobile Equipment

Construction, lawn maintenance and similar equipment, which is of a mobile nature.

These values must be added to the BPP location limits, but coverage applies anywhere in the Territorial Limits.

4. Accounts Receivable

Blanket Limit, each occurrence	\$
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Housing Authority Insurance Group is a trade name for a family of affiliated companies which includes Housing Authority Risk Retention Group, Inc.; Housing Authority Property Insurance, A Mutual Company; Housing Authority Insurance Inc.; Housing Insurance Services, Inc.; Housing Telecommunications, Inc.; Satellite Telecommunications, Inc.; Housing Investment Group, Inc.; and Housing Enterprise Insurance Company, Inc.

5. Valuable Papers

Blanket Limit, each occurrence	\$
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6. Earthquake

Annual Aggregate Limit (sum of all losses during 1 year policy period) Provide details of prior earthquake damage	\$
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7. Flood

Annual Aggregate Limit (sum of all losses during 1 year policy period) Provide details of prior flood damage	\$
Provide distances to nearby bodies of water, regardless of size	

8. Policy Deductible

Applies to all coverages, except Earthquake and Flood which have their own deductibles, and Income Coverage, which has a 3 day waiting period in place of a deductible	\$
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Equipment Breakdown Section

(Boiler and Machinery)

1. Locations and Commercial Property Values

See Property Schedule for locations and limits.

2. Coverages

Property Damage Limit	\$
Business Income Limit	\$
Deductible	\$

3. Boilers

Indicate locations with boilers and pressure vessels
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4. Power Generating

Advise if you have any power generating equipment, including emergency generating equipment, over 1,000 KW. If yes, please provide details on each unit.	Yes		No	
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5. Claims

Provide details of losses in the last 5 years

6. Inspection Contact

Name	
Phone Number	

Commercial Crime Section

. Locations

See Property Schedule for locations.

2. Coverages, Limits and Deductibles

Coverage	Limit	Deductible
Employee Fraud and Dishonesty		
Money and Securities		
Computer Fraud		
Counterfeit Money (includes money orders)		
Forged Credit Card Written Instruments		
Forged Checks		

3. Banking Practices

Provide name and position of person(s) who reconciles the monthly bank statement				
Advise if these same persons are authorized to withdraw	Yes		No	
Advise if these same persons are authorized to deposit	Yes		No	

4. Check Signing Practices

Advise if checks are countersigned	Yes		No	
Provide limit for which countersignature is required				
If countersignature is not required, advise name and position of signer				

5. Annual Audit

Advise who performs annual audits. Include name of CPA
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6. Claims

Provide details of prior fidelity, forgery, or burglary/robbery losses, including corrective measures taken

7. Employees

Total number of employees	
For Public Housing, provide number of Board members.	
Total number of employees handling money, including collecting rent payments	

8. Rent Payments

Describe procedures for rent payments. Include use of lock box, numbered receipts, and forwarding to main office
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9. Maintenance Contracts

a. Advise if the "on-site" manager is responsible for maintenance	Yes		No	
b. If yes, does this person have authority to contract for services	Yes		No	
c. If yes, describe scope of authority, including types and amounts of contracts				