



Applicant's Name: _____
 Mailing Address: _____

 Location: _____

 Website Address: _____

Agency Name: _____
 Agent Address: _____

 Email: _____
 Phone: _____

ANSWER ALL QUESTIONS – IF THEY DO NOT APPLY, INDICATE “NOT APPLICABLE”

Confirmed Renewal Date:	From:	To:	
--------------------------------	--------------	------------	--

Is this new business to RMA or an RMA renewal?

New Renewal

Revenues by roofing operations as follows:

1.	What percentage of your work is commercial (office buildings, schools, retail establishments)?	
	What percentage of your work is industrial (plants, warehouses)?	
	What percentage of your work is residential (home, condominiums)?	
	Total 100%	

Will there be any work projected on NEW Residential Condominiums? Yes No

If yes, what percentage of overall revenues? _____ %

Is the contractor likely to complete more than 50 dwellings in new residential construction? Yes No
 (This definition includes homes, apartments, condominiums)

Confirm the number of dwellings being worked on? _____

Years in Business		Years of Experience	
-------------------	--	---------------------	--

Risks must be in operation for a minimum of 5 years or have acceptable resume with 5 years of prior experience

2.	Type of Roofing Operation	Residential	Commercial	Industrial	% of Total Operations
	What percentage of work is New Construction?				
	What percentage of work is Replacement?				
	What percentage of work is Repairs?				
	Other Describe				
Indicate the type of work performed with a Dollar Value					
Application of HEAT roof system Dollar Value \$\$					
		Residential	Commercial	Industrial	% of Total Operations
	2 Ply Modified Torch On				
	4 Ply Built Up Roofing Asphalt				
	Single Ply TPO/PVC				
COLD Applied roof systems Dollar Value \$\$					
	2 Ply Modified				
	Any other built-up roofing				
	TPO or PVC				
	EPDM				
	Liquid Applied, Elastomeric or Rubber Coatings				
	Spray Foam				
	Shingles				
	Wood Shakes				
	Tiles or Slate				
	Metal				
	Other (describe)				
	Totals by Operation				
	Grand Total of all Operations				

Other Hot work not described above? _____

3. **Check work done other than roofing:** Waterproofing Siding Asbestos removal Rain gutters
 Carpentry Insulation Other (describe): _____

What experience does the insured have with this operation? _____

4. **If hot tar, torch or other "hot process" is used, explain in detail the process and what safety precautions are used:**

- 5. Are torch system manufacturers' recommendations followed? Yes No
- 6. Is all hot work supervised? Yes No
- 7. Are portable smoke detectors used? Yes No
- 8. Do only trained and certified staff use torches? Yes No
- 9. Are infrared heat guns used? Yes No
- 10. Are infrared heat gun results recorded in a logbook? Yes No
- 11. How often are results recorded? _____
- 12. How many Fire Extinguishers are on site per torch? _____
- 13. Are all personnel on site trained in the proper extinguishing of a fire? Yes No
- 14. Is your fire watch a minimum of 2 hours? Yes No
- 15. Is smoking strictly prohibited on all roofing projects? Yes No
- 16. Do you have a safety program including orientation & training for all new employees? Yes No
- 17. Do you provide ongoing training for all employees? Yes No
- 18. Do you ensure that all work is inspected each day? Yes No
- 19. Describe fully the measures taken to prevent water damage?

20. Do you subcontract any work? Yes No
 If yes, what percentage do you subcontract? _____ %
 If the Insured subcontracts \$100,000 or more kindly provide a copy of the Subcontractor Agreement.

21. Check the type of work subcontract out: Waterproofing Siding Hot Tar Rain Gutters
 Carpentry Insulation Other (describe): _____

22. What is the annual cost of the work subcontracted out? \$ _____ Yearly

23. Are Certificates of Insurance (of equal limits) received on all subcontracted work? Yes No

24. How long are Certificates of Insurance kept? Unit job ends One year Two years Three years
 More than three years Never Kept

25. List any roofing/builder associations in which you are a member:

26.

Year	Receipts	Payroll	No. of Full-Time Employees	No. of Part-Time Employees
	\$	\$		
	\$	\$		
	\$	\$		

27. What is the average height of buildings you work on? _____ stories
 Confirm Maximum height at which the insured works.

28. Confirm the maximum depth below grade at which they work.
 If the work is being done at depth, describe the work?

29.

Current work on hand	Value of contract
1.	
2.	
3.	
4.	
5.	

Describe work being done

Largest Projects Underway

30.

List your 5 largest projects from the last 5 years.	Value of contract
1.	
2.	
3.	
4.	
5.	

Describe work being done

PUBLIC PROTECTION

31. Do you have a written safety program? Yes No

32. How do you protect the general public from potential injury? Check one or more:

- Rope off work area Signs Cones Flashing lights Man always on the grounds
- No protection necessary Other (describe):

33. In what manner are openings in roof protected overnight? Tarp Waterproof plywood Never leave openings
 Other (describe):

34. What on-the-job precautions do you take when rained on? Tarp Waterproof plywood Never leave openings
 Keep on working Never start job Remarks (be specific): _____

CLAIMS HISTORY

35. **A minimum of (5) years of currently valued loss runs must be included with this completed application**

List any/ all losses in the past 5 years, including a description

Loss Description	Loss Date	Total Incurred
		\$
		\$
		\$
		\$

APPLICANTS NAME AND TITLE: _____

APPLICANT'S SIGNATURE: _____ DATE: _____
 (Must be signed by an owner, partner or executive officer)

PRODUCER'S SIGNATURE: _____ DATE: _____

NAME AND PHONE NUMBER OF INDIVIDUAL TO CONTACT FOR INSPECTION/AUDIT: _____

IMPORTANT NOTICE

As part of our underwriting procedure, a routine inquiry may be made to obtain applicable information concerning character, general reputation, personal characteristics, and mode of living. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided.