

Non-Profit Community Associations Directors' & Officers' Liability (D&O) and Crime & Fidelity Insurance

This is an application for D&O and Crime Coverage. Please note that the D&O is written on a claims-made policy, which, subject to its provisions, applies only to any Claim first made against the Insureds during the Policy Period. No coverage exists for Claims first made after the end of the Policy Period unless, and to the extent, the Extended Reporting Period applies.

1. APPLICANT NON-PROFIT ASSOCIATION INFORMATION

Association Name _____

Mailing Address _____ City _____ State _____ Zip Code _____

Physical Address _____ ☐ Check if same as mailing address

City _____ State _____ Zip Code _____ Telephone _____

Email Address _____ Fax Number _____

Applying for: ☐ Crime & Fidelity ☐ Excess Crime

2. ASSOCIATION TYPE

Please Select:

- | | | |
|---------------------------------------|---|--|
| ☐ Condominium | ☐ Homeowners Association | ☐ Commercial/Business Community Association |
| ☐ Cooperative | ☐ Timeshare (interval) Association | ☐ Master Association |
| ☐ Other: _____ | | |

3. PROPERTY MANAGER INFORMATION (if applicable)

Company Name _____

Mailing Address _____ ☐ Check if same as Association physical address

City _____ State _____ Zip Code _____ Telephone _____

Email Address _____ Fax Number _____

Website, if Applicable: _____ ☐ Check if Entity does Not have a Property Manager

4. CRIME & FIDELITY UNDERWRITING INFORMATION

Proposed Effective Date: _____ Date Association Established: _____

Total Number of Individuals who are Authorized to Handle Funds: _____ **(NOTE: Property Manager = 1)**

5. PRIOR CRIME & FIDELITY INSURANCE INFORMATION (if applicable)

Current Insurance Company: _____ Policy Period: From _____ to _____

Limit: \$ _____ Deductible: \$ _____ Premium: \$ _____

6. CRIME & FIDELITY LOSS/CLAIM HISTORY

If No Loss History for the Past 3 Years check the Box – ☐

Date Loss Discovered	Type of Loss	Amount of Loss	Amount Recovered from Insurance	Describe Circumstances of Loss and Action Taken to Help Prevent Repetition (use separate paper)
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7. CRIME & FIDELITY DESIRED LIMITS

Coverage Form Part	Limits/Deductibles (Select Option)			
1. Employee Theft	☐ \$25,000 / \$250 ☐ \$500,000 / \$2,500	☐ \$50,000 / \$250 ☐ \$1,000,000 / \$10,000	☐ \$100,000 / \$250 Other _____	☐ \$250,000 / \$1,000 Limit / Deductible
2. Forgery or Alteration	\$25,000 / \$250 (included)	☐ Other _____	Limit	
3. Theft Disappearance & Destruction (Premises & Transit)	\$25,000 / \$0 (included)	☐ Other _____	Limit	
4. Computer Fraud & Wire Transfer*	*Automatically included and Matches Employee Theft Limit			

8. INTERNAL CONTROLS & PROCEDURES – ALL LOCATIONS

Answer the following if applying for Crime & Fidelity

How often does the Association have a Financial Statement prepared?

☐ Financial Statements Not prepared ☐ Monthly ☐ Quarterly ☐ Annually

Who prepares the Financial Statement?

☐ Independent Certified Public Accountant ☐ Independent Public Accountant ☐ Internal Bookkeeper
☐ Property Manager ☐ Other (specify): _____

What is the Scope of the Financial Statement?

☐ Audit with opinion of Auditing Firm ☐ Review ☐ Compilation

Is a Countersignature required on all checks issued by the applicant..... ☐ Yes ☐ No **in excess of** \$ _____

Does the Association utilize a positive pay* service with their bank? ☐ Yes ☐ No

*Positive pay is a service whereby the association electronically shares its check register of all written checks with the bank. The bank therefore will only pay checks listed in that register, with exactly the same specifications as listed in the register (amount, payee, serial number, etc.) This system dramatically reduces check fraud.

Are Bank Accounts Reconciled by someone not authorized to deposit or withdraw therefrom? ☐ Yes ☐ No

If "no", provide name, position, and equity interest in Applicant of any reconcilers who may deposit or withdraw:

Does the Property Manager have discretionary authority over the **association's reserve fund**? ☐ Yes ☐ No

If yes, up to what limit? \$ _____

Does the Board of Directors review bank statements and reserve fund balance at least quarterly? ☐ Yes ☐ No

The undersigned declares that to the best of his/her knowledge the statements set forth herein are true and correct. Signing of this Application does not bind the undersigned to complete the insurance, but it is agreed that this Application shall be the basis of the contract should a Policy be issued. It is agreed that this Application, a copy of which will be attached to the proposed Policy, and any materials submitted or required (which shall be maintained on file by the Insurer and be deemed attached as if physically attached to the proposed Policy), are true and are the basis of the proposed Policy and are to be considered as incorporated into and constituting a part of the proposed Policy. If between the date of this Application and the proposed effective date of the Policy there is a material change in the condition of the Entity or occurrence of an event which could substantially change the underwriting evaluation of the Applicant, then the Applicant must notify Continental Casualty Company. Upon receipt of such notice, Continental Casualty Company reserves the right to modify the final terms and conditions of the proposed policy upon review of the information received in satisfaction of the aforementioned conditions. In addition, any outstanding quotations may be modified or withdrawn at the sole discretion of the Insurer.

The undersigned acknowledges that he or she is aware that **Defense Costs**, which are subject to the Retention Amounts, reduce and may exhaust the Limit of Liability. The Insurer is not liable for any **Loss** (which includes **Defense Costs**) in excess of the Limit of Liability.

The undersigned declares that the employees of the applicant have all, to the best of the applicant's knowledge and belief, while in the service of the applicant, always performed their respective duties honestly. There has never come to its notice or knowledge, except as stated herein, any information which in the judgment of the applicant indicates that any of the said employees are dishonest. Such knowledge as any officer signing for the applicant may now have in respect to his or her own personal acts or conduct, unknown to the applicant, is not imputable to the applicant.

It is understood that the first premium upon the policy applied for, and subsequent premiums hereon, are due at the beginning of each premium period, that the company is entitled to additional premiums because of any unusual increase in the number of employees and that the applicant agrees to pay all such premiums promptly.

Date: _____ By: _____
Authorized Association Representative Print Name & Title

Submitting Broker Name: _____ Contact: _____

Address: _____

Telephone Number: (_____) _____ Broker is properly licensed to produce this insurance..... ☐ Yes ☐ No

WARNING – COLORADO, DISTRICT OF COLUMBIA, FLORIDA, HAWAII, KENTUCKY, LOUISIANA, MAINE, NEW JERSEY, NEW YORK, NEW MEXICO, OHIO, OKLAHOMA, PENNSYLVANIA AND VIRGINIA RESIDENTS ONLY:

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. (for New York residents only: 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.) (for Colorado residents only: 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.) (for Hawaii residents only: For your protection, Hawaii law requires you to be informed that presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both.)

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A-6821-110