

CONDOMINIUM / TOWNHOUSE QUESTIONNAIRE

Today's Date: \_\_\_\_\_ Producer Name: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Producer Phone: \_\_\_\_\_

# of Years known applicant: \_\_\_\_\_

Insured/Co-Applicant Name(s): \_\_\_\_\_

(Insured Names must be the same as the deed of the home) Insured email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Insured Date of Birth: \_\_\_\_\_ / Co-Applicant Date of Birth: \_\_\_\_\_ Insured

SS #: \_\_\_\_\_ / Co-Applicant SS #: \_\_\_\_\_

Insured Occupation(s): \_\_\_\_\_ / Co-Applicant Occupation: \_\_\_\_\_ Highest

Education: High School      Associates Degree      Bachelor's Degree      Law or Medical Degree

**If at current address less than 3 years, please provide insured's previous address:**

Street: \_\_\_\_\_ City: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Amount to be quoted on Interior building property: \_\_\_\_\_ (see explanation attached)

Amount to be quoted on Personal property/Contents: \_\_\_\_\_ Loss Assessment: \_\_\_\_\_

Liability Limit: \_\_\_\_\_ Medical Payments: \_\_\_\_\_ Deductible: \_\_\_\_\_

Water Back-up Limit (amount): \_\_\_\_\_ Jewelry/Valuable items PAF amount: \_\_\_\_\_ Year

Built: \_\_\_\_\_ Date of Purchase/Price: \_\_\_\_\_ # of Bathrooms Full \_\_\_\_\_ Half \_\_\_\_\_

# of Stories (bldg): \_\_\_\_\_ Center \_\_\_\_\_ or End Unit \_\_\_\_\_ # of Units (bldg): \_\_\_\_\_ Square Footage (unit): \_\_\_\_\_

Construction Type: Frame      Aluminum      Vinyl Siding      Masonry      Masonry Veneer

Roof Type: Tile/Slate      Asphalt Shingle      Wood Shingle      Tar & Gravel

Any Dogs? Yes      No      If yes, indicate # and breed: \_\_\_\_\_

Any business in the home? Yes      No      If yes, please describe: \_\_\_\_\_

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Does the Condo unit have any of the following:  
(items must be in the unit, not the common areas)

Central Monitored Fire      Burglar Alarm      (must provide alarm certificate)  
Smoke Detectors      Fire Extinguisher(s)      Dead bolt

**IF HOME IS MORE THAN 15 YEARS, YOU MUST PROVIDE THE YEAR THE UTILITIES WERE UPDATED:**

Furnace \_\_\_\_\_ Electrical \_\_\_\_\_ Plumbing \_\_\_\_\_ Roof \_\_\_\_\_  
Circuit Breakers      **or**      Fuses

Any Homeowner claims in past 5 years?    Yes      No

If yes, provide details (date/type of loss/amount paid): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Current Mortgage Company: \_\_\_\_\_ Mortgagee Bill? Yes\_\_\_\_ No\_\_\_\_

Current Carrier: \_\_\_\_\_ # of Years w/carrier: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Premium: \_\_\_\_\_

Has coverage been cancelled or non-renewed in last 3 years?    Yes      No

If yes, provide reason: \_\_\_\_\_

Additional information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CONDOMINIUM UNIT OWNERS INSURANCE  
MADE SIMPLE**

Because it can be more efficient or economical, the association may insure all the building and common elements under a single package policy, commonly called an Association Master policy.

The three typical ways to provide coverage, all through an association policy:

1. Insures the basic buildings (includes walls, roof, floors, elevators) but leaves the unit owner the responsibility of insuring appliances, carpeting, cabinets, wall coverings and other items in the unit, and in some instances the interior walls.
2. Insures both the basic buildings and the items within the unit except for the unit owner's personal property.
3. Insures both basic buildings and includes unit owner fixtures and improvements.

When the condominium association insures the only the structure, a Condo Unit Owner's policy would be written to cover the unit owner for:

- Items not covered by the association master policy that may be the unit owner's insurance responsibility;
- The value of building additions or alterations made by the unit owner, at their expense.
- Value added ( for example, if they've put in a better quality carpet than was originally there, this coverage would make up the difference in case of loss);
- Damage to the insured's unit not compensated because of the master policy deductible, also known as **Loss Assessment**;

In other instances, if the condominium association does not insure the structure, a standard Homeowner's policy would be written for the unit owner, just as it would for an insured with a conventional home.

Remember, the conditions in a Condominium Association's Bylaws and other governing regulations may vary widely.