

Covers architecture, engineering (structural, civil, MEP, geotechnical, environmental), landscape architecture, and surveying firms. Contractors use the CTR family. Complete with ACORD 125. Attach a standard client contract.

1 APPLICANT / BUSINESS INFORMATION

LEGAL BUSINESS NAME	DBA	FEIN	YEARS IN BUSINESS
BUSINESS ADDRESS	CITY / STATE / ZIP	WEBSITE	

Entity type:
☐ Sole proprietor ☐ Partnership ☐ LLC ☐ Corporation

PRIMARY CONTACT / TITLE	PHONE	EMAIL

LICENSED ARCHITECTS / PES (COUNT)	STATES LICENSED

2 OPERATIONS

DISCIPLINE	% OF REVENUE

PROJECT TYPE	% OF REVENUE

Project types: single-family residential; multifamily and condominium; commercial office and retail; healthcare; schools; industrial; public infrastructure (bridges, roads); other.

2-1 Does the firm design structures over five stories, bridges, or other high-occupancy or life-safety structures? ☐ Yes ☐ No
 IF YES, EXPLAIN

2-2 Does the firm provide construction administration or on-site observation? ☐ Yes ☐ No
 IF YES, EXPLAIN

2-3 Does the firm perform building condition, milestone, or structural inspections? ☐ Yes ☐ No
 IF YES, EXPLAIN

2-4 Does the firm work in design-build roles or hold an ownership stake in projects? ☐ Yes ☐ No
 IF YES, EXPLAIN

3 EXPOSURE & RISK QUESTIONS — LIFE-SAFETY DESIGN, PEER REVIEW & CONTRACTS

Design errors on life-safety structures produce the most severe claims — the NTSB found design errors behind the 2018 FIU pedestrian bridge collapse that killed six. Contracts that promise more than the professional standard of care create liability insurance won't cover.

3-1 If yes to 2-1, are structural designs independently peer reviewed before issue? ☐ Yes ☐ No
IF YES, EXPLAIN

3-2 Is there a written quality-control review of drawings before they are sealed? ☐ Yes ☐ No
IF NO, EXPLAIN

3-3 Are contracts reviewed so indemnities are limited to the firm's negligence? ☐ Yes ☐ No
IF NO, EXPLAIN

3-4 Do contracts avoid warranties or guarantees beyond the professional standard of care? ☐ Yes ☐ No
IF YES, EXPLAIN

3-5 Do contracts include a limitation of liability? ☐ Yes ☐ No
IF YES, EXPLAIN

3-6 Are only licensed professionals sealing work within their license and competence? ☐ Yes ☐ No
IF YES, EXPLAIN

3-7 Is the applicant currently, or has it previously been, insured on a claims-made professional liability policy? ☐ Yes ☐ No
IF YES, EXPLAIN

3-8 Has any professional liability carrier declined, cancelled, or non-renewed the applicant? ☐ Yes ☐ No
IF YES, EXPLAIN

3-9 Does every professional complete the continuing education their license requires? ☐ Yes ☐ No
IF NO, EXPLAIN

3-10 Are client files kept under a written retention policy? ☐ Yes ☐ No
IF NO, EXPLAIN

3-11 Has a project the firm designed had a structural failure, injury, or claim in the last 10 years? ☐ Yes ☐ No
IF YES, EXPLAIN

CURRENT PL / E&O CARRIER	RETROACTIVE DATE	LIMIT / DEDUCTIBLE

4 EXPOSURE & RISK QUESTIONS — CONSTRUCTION ADMINISTRATION, INSPECTIONS & DESIGN-BUILD

4-1 If yes to 2-2, do contracts define construction administration as observation, not supervision of means and methods? ☐ Yes ☐ No
IF YES, EXPLAIN

4-2 If yes to 2-2, are site observation reports written and shared after every visit? ☐ Yes ☐ No
IF NO, EXPLAIN

4-3 If yes to 2-3, are inspection findings requiring urgent action reported to owners in writing immediately? ☐ Yes ☐ No
IF NO, EXPLAIN

4-4 If yes to 2-4, is professional liability for design-build work specifically confirmed with the carrier? ☐ Yes ☐ No
IF YES, EXPLAIN

4-5 Do subconsultants carry their own professional liability naming the firm? ☐ Yes ☐ No
IF YES, EXPLAIN

5 REVENUE

ANNUAL GROSS REVENUE (\$)	FEES PAID TO SUBCONSULTANTS (\$)	LARGEST PROJECT FEE (\$)

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PRIOR INSURANCE & LOSS HISTORY

Attach currently valued loss runs for the last 5 years.

PROJECT-SPECIFIC POLICIES (Y / N)

GL CARRIER / LIMITS

CYBER COVERAGE (Y / N)

6-1 Has any carrier declined, cancelled, or non-renewed coverage in the last 5 years?

☐ Yes ☐ No

IF YES, EXPLAIN

DATE OF LOSS	DESCRIPTION	TOTAL INCURRED (\$)	OPEN / CLOSED

6-2 Is the applicant aware of any incident, complaint, or circumstance not yet resulting in a claim that could reasonably give rise to one?

☐ Yes ☐ No

IF YES, EXPLAIN

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RISK MANAGEMENT

7-1 Are project records kept at least until the statute of repose expires?

☐ Yes ☐ No

IF YES, EXPLAIN

7-2 Are claims and potential claims reported to the carrier promptly?

☐ Yes ☐ No

IF YES, EXPLAIN

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SIGNATURE & FRAUD WARNING

The undersigned declares that the statements and answers given in this supplemental are true, complete and correct to the best of their knowledge, and that no material fact has been withheld or misstated. The applicant agrees that this supplemental, together with all ACORD applications and attachments, forms the basis of any submission to insurers and may be relied upon by them. Signing this supplemental does not bind coverage. This supplemental is an intake document prepared by Cory Washington & Co. LLC to support carrier submission; it does not itself provide coverage.

FRAUD NOTICE: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, may be committing a fraudulent insurance act, which is a crime and may subject such person to criminal and civil penalties. State-specific fraud warnings appear on the insurer's application.

APPLICANT / AUTHORIZED SIGNATURE (TYPE FULL NAME)

TITLE

DATE

PRODUCER — CORY WASHINGTON & CO. LLC

PRODUCER SIGNATURE (TYPE FULL NAME)

DATE