CORY WASHINGTON & CO.

SMARTER RISK. STRONGER BUSINESS.

CWCO-SUP-PROPMGMT Rev. 09-2026

PROPERTY MANAGEMENT SUPPLEMENTAL

Covers third-party residential and commercial property management firms. Property owners use CWCO-SUP-LANDLORD; association management uses CWCO-SUP-ASSOC. Complete with ACORD 125. Attach a standard management agreement and a portfolio list.

1 APPLICANT / BUSINESS INFORMATION

LEGAL BUSINESS NAME | DBA | FEIN | YEARS IN BUSINESS

BUSINESS ADDRESS | CITY / STATE / ZIP | WEBSITE

Entity type:

☐ Sole proprietor ☐ LLC ☐ Corporation ☐ Franchise

PRIMARY CONTACT / TITLE | PHONE | EMAIL

BROKER / PROPERTY MANAGER LICENSE NO. AND STATE(S) | NUMBER OF OWNER CLIENTS

2 OPERATIONS

PROPERTY TYPE	PROPERTIES MANAGED	UNITS / SQ. FT.	% OF REVENUE

Property types: single-family rentals; small multifamily (2-20 units); large multifamily; student housing; affordable / subsidized; commercial office or retail; industrial; short-term rentals; other.

Services provided (check all that apply):

☐ Leasing and tenant screening ☐ Rent collection ☐ Maintenance coordination ☐ In-house maintenance staff ☐ Evictions
☐ Construction management ☐ Short-term rental management ☐ Association management

2-1 Does the applicant employ its own maintenance technicians? ☐ Yes ☐ No
IF YES, EXPLAIN

2-2 Does the applicant or its principals own any of the properties it manages? ☐ Yes ☐ No
IF YES, EXPLAIN

3 EXPOSURE & RISK QUESTIONS — PRICING, FAIR HOUSING & TENANT SCREENING

Managers who used algorithmic rent-pricing software have faced federal and state antitrust suits; settlements with apartment owners and operators neared $360 million by May 2026, including $57 million from Greystar. Fair housing and screening practices are the other portfolio-wide exposure.

3-1 Does the applicant use algorithmic rent-pricing or revenue-management software? ☐ Yes ☐ No
IF YES, EXPLAIN

3-2 If yes to 3-1, has the applicant confirmed the software does not use competitors' nonpublic, current rent data? ☐ Yes ☐ No
IF YES, EXPLAIN

3-3 If yes to 3-1, are final rent decisions made and documented by the applicant or owner rather than accepted automatically? ☐ Yes ☐ No
IF YES, EXPLAIN

3-4 Are written tenant screening criteria applied the same way to every applicant at every property? ☐ Yes ☐ No
IF YES, EXPLAIN

3-5 When a screening report leads to denial, is a written adverse action notice given as the FCRA requires? ☐ Yes ☐ No
IF YES, EXPLAIN

3-6 Do all leasing and management staff complete fair housing training at least every two years? ☐ Yes ☐ No
IF YES, EXPLAIN

3-7 Are reasonable accommodation requests, including assistance animals, handled under a written procedure? ☐ Yes ☐ No
IF YES, EXPLAIN

3-8 Has the applicant been named in an antitrust, fair housing, or HUD complaint or lawsuit? ☐ Yes ☐ No
IF YES, EXPLAIN

4 EXPOSURE & RISK QUESTIONS — TRUST ACCOUNTS, CLIENT FUNDS & WIRE FRAUD

FUNDS HELD IN TRUST (PEAK) ($)	SECURITY DEPOSITS HELD ($)	NUMBER OF TRUST ACCOUNTS

4-1 Are owners' rents and tenants' deposits held in separate trust accounts, never mixed with operating funds? ☐ Yes ☐ No
IF YES, EXPLAIN

4-2 Is each trust account reconciled monthly by someone who does not disburse funds? ☐ Yes ☐ No
IF YES, EXPLAIN

4-3 Do disbursements above a set amount require a second approver? ☐ Yes ☐ No
IF YES, EXPLAIN

4-4 Are wire and payment instructions verified by phone at a known number before any change is made? ☐ Yes ☐ No
IF YES, EXPLAIN

4-5 Is multi-factor authentication required on email, banking, and property management software? ☐ Yes ☐ No
IF YES, EXPLAIN

4-6 Are security deposits handled and returned within the time limits of each state's law? ☐ Yes ☐ No
IF YES, EXPLAIN

4-7 Has the applicant had a trust shortage, employee theft, or funds lost to fraud? ☐ Yes ☐ No
IF YES, EXPLAIN

5 EXPOSURE & RISK QUESTIONS — MANAGEMENT AGREEMENTS, MAINTENANCE & VENDORS

5-1 Does every management agreement require the owner to name the applicant as an additional insured on the owner's liability policy? ☐ Yes ☐ No
IF YES, EXPLAIN

5-2 Does every management agreement include an indemnity from the owner for the property's condition? ☐ Yes ☐ No
IF YES, EXPLAIN

5-3 Are certificates of insurance on file for every vendor and contractor? ☐ Yes ☐ No
IF YES, EXPLAIN

5-4 Are tenant repair requests logged with the date received and the date completed? ☐ Yes ☐ No
IF YES, EXPLAIN

5-5 Are locks rekeyed or changed between every tenant? ☐ Yes ☐ No
IF YES, EXPLAIN

5-6 Are master keys stored securely, with a log of who holds them? ☐ Yes ☐ No
IF YES, EXPLAIN

5-7 Are evictions handled only through the courts, with no lockouts or utility shutoffs? ☐ Yes ☐ No
IF YES, EXPLAIN

5-8 Has the applicant been named in a tenant injury, habitability, or owner claim in the last 5 years? ☐ Yes ☐ No
IF YES, EXPLAIN

6 PAYROLL, SALES & REVENUE

TOTAL ANNUAL PAYROLL ($)

MAINTENANCE STAFF PAYROLL ($)

NUMBER OF EMPLOYEES

ANNUAL MANAGEMENT FEE REVENUE ($)

PRIOR YEAR FEE REVENUE ($)

RENTS COLLECTED PER YEAR ($)

7 PRIOR INSURANCE & LOSS HISTORY

Attach currently valued loss runs for the last 5 years.

PROPERTY MANAGER E&O CARRIER / LIMITS

GL CARRIER / LIMITS

CRIME / FIDELITY LIMIT

7-1 Does the current E&O policy exclude antitrust or fair housing claims? ☐ Yes ☐ No

IF YES, EXPLAIN

7-2 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

7-3 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

8 RISK MANAGEMENT

8-1 Are managed properties inspected at least yearly, with written reports to owners? ☐ Yes ☐ No

IF YES, EXPLAIN

8-2 Are owners told in writing about life-safety defects (fire doors, detectors, heat) with a recommended repair deadline? ☐ Yes ☐ No

IF YES, EXPLAIN

9 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, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties. (State-specific fraud warnings apply; see state amendatory notice.)

APPLICANT / AUTHORIZED SIGNATURE (TYPE FULL NAME)

TITLE

DATE

PRODUCER — CORY WASHINGTON & CO. LLC

PRODUCER SIGNATURE (TYPE FULL NAME)

DATE