

Covers residential cleaning and maid services, including recurring cleaning, deep cleans, move-in/move-out, and short-term-rental turnovers. Commercial janitorial uses CWCO-SUP-JAN. Complete with ACORD 125 and 126. Attach the client service agreement.

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 ☐ Franchise

PRIMARY CONTACT / TITLE	PHONE	EMAIL

2 OPERATIONS

WORKER CATEGORY	NUMBER	ANNUAL PAYROLL OR COST (\$)

Worker categories: W-2 employees; subcontractors or 1099 contractors; leased or temporary workers; owners who work in the field.

SERVICE	% OF REVENUE

Services: recurring home cleaning; deep cleaning; move-in / move-out; short-term rental turnovers; post-construction; organizing and laundry; other.

HOMES CLEANED PER WEEK	CLEANING TEAMS	SERVICE RADIUS (MILES)

2-1 Are jobs booked or staffed through an online platform or app? ☐ Yes ☐ No
 IF YES, EXPLAIN

2-2 Do cleaners use clients' products and equipment rather than the company's? ☐ Yes ☐ No
 IF YES, EXPLAIN

3 EXPOSURE & RISK QUESTIONS — IN-HOME THEFT, BREAKAGE & ACCESS

Residential cleaners work in clients' homes, often with no one present. Theft allegations and breakage of valuables are the defining claims for this business, and general liability typically doesn't cover employee theft.

3-1	Is a criminal background check done on every cleaner before their first home visit?	☐ Yes ☐ No
	IF YES, EXPLAIN	
3-2	Is the business covered by a third-party (janitorial) bond or crime coverage for theft from clients?	☐ Yes ☐ No
	IF YES, EXPLAIN	
3-3	Are the same cleaners assigned to each recurring client when possible?	☐ Yes ☐ No
	IF YES, EXPLAIN	
3-4	Are client keys stored coded (not labeled with addresses) and signed out?	☐ Yes ☐ No
	IF YES, EXPLAIN	
3-5	Are door and alarm codes kept in a secure system with limited access?	☐ Yes ☐ No
	IF YES, EXPLAIN	
3-6	Do clients list items cleaners must not touch or move (valuables, antiques, electronics)?	☐ Yes ☐ No
	IF YES, EXPLAIN	
3-7	Is a written procedure followed whenever a client reports a missing or broken item?	☐ Yes ☐ No
	IF YES, EXPLAIN	
3-8	Has a client alleged theft by a cleaner in the last 5 years?	☐ Yes ☐ No
	IF YES, EXPLAIN	
3-9	Has a client claimed breakage or damage over \$1,000 in the last 5 years?	☐ Yes ☐ No
	IF YES, EXPLAIN	

4 EXPOSURE & RISK QUESTIONS — WORKER SAFETY, DRIVING & PETS

4-1	Are cleaners trained on chemical safety, including never mixing bleach and ammonia products?	☐ Yes ☐ No
	IF YES, EXPLAIN	
4-2	Are cleaners barred from using ladders taller than a set height?	☐ Yes ☐ No
	IF YES, EXPLAIN	
4-3	Do cleaners drive their own vehicles between homes?	☐ Yes ☐ No
	IF YES, EXPLAIN	
4-4	If yes to 4-3, is proof of personal auto insurance kept on file for each cleaner?	☐ Yes ☐ No
	IF YES, EXPLAIN	
4-5	Are clients asked to secure pets during cleaning visits?	☐ Yes ☐ No
	IF YES, EXPLAIN	
4-6	Has a cleaner been injured on the job, bitten by a pet, or in a car accident while working?	☐ Yes ☐ No
	IF YES, EXPLAIN	

5 EXPOSURE & RISK QUESTIONS — CONTRACTS, CLASSIFICATION & TURNOVERS

- 5-1 Does every client sign a service agreement that limits the company's liability for breakage? ☐ Yes ☐ No
IF YES, EXPLAIN
- 5-2 Are all cleaners W-2 employees? ☐ Yes ☐ No
IF YES, EXPLAIN
- 5-3 For short-term rental turnovers, is a guest-ready safety check (alarms, locks, hazards) part of the checklist? ☐ Yes ☐ No
IF YES, EXPLAIN

6 PAYROLL, SALES & REVENUE

TOTAL ANNUAL PAYROLL (\$)	PROJECTED ANNUAL GROSS REVENUE (\$)	STR TURNOVER REVENUE (\$)

7 PRIOR INSURANCE & LOSS HISTORY

Attach currently valued loss runs for the last 5 years.

GL CARRIER / LIMITS	JANITORIAL BOND / CRIME LIMIT	HIRED & NON-OWNED AUTO (Y / N)

- 7-1 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

- 7-2 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

8 RISK MANAGEMENT

- 8-1 Do cleaners photograph high-value rooms before and after each visit? ☐ Yes ☐ No
IF YES, EXPLAIN
- 8-2 Are client complaints logged and resolved within a set time? ☐ Yes ☐ No
IF YES, EXPLAIN

9SIGNATURE & 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