



**REAL ESTATE AGENTS & BROKERS
SUPPLEMENT**

1. Name of firm: _____
2. Indicate the total Gross Commission/Income/Revenue paid to the applicant firm (including its affiliated independent contractors) derived from the following activities:

Activity	Total Gross Commission/Income/Revenue Past 12 Months	Number of Units Sold, Leased, Managed or Appraised	Estimated Gross Commission Income/Revenue for Next 12 Months	Average Value of Properties Sold/Leased/Appraised
a. Residential Real Estate Sales				
b. Commercial Real Estate Sales				
c. Residential Leasing				
d. Commercial Leasing				
e. New Construction Sales				
f. Mortgage Broker Services*				
g. Residential Property Manager**				
h. Commercial Property Manager**				
i. Appraisals***				

3. Total number of staff. (Please list each person only once, identifying their primary areas of responsibility.)
 - a. _____ Full-time real estate agents/brokers/independent contractors
 - b. _____ Part-time real estate agents/brokers/independent contractors
 - c. _____ Property Managers
 - d. _____ Appraisers
4. Are you or any principal, director, parent, subsidiary or other related organization engaged in:
 - a. Auctioneering services? Yes No
 - b. Any 1031 real estate transactions? Yes No
5. Does your firm offer a Home Warranty Program to residential clients? Yes No
 If yes, what percentage? _____ %

Please provide details for any "No" responses to questions 6 – 9 on a separate sheet of paper.

6. Does your firm always use standard contract forms approved by a local board of realtors or state association of realtors? Yes No
7. Does your firm always obtain a signed seller disclosure? Yes No
8. Do you follow documented procedures when handling complaints received from your clients? Yes No
9. a. What percentage of services involve dual agency transactions? _____ %
 b. Do all your brokers and salespersons disclose to their clients in writing the legal nature of their relationship, i.e., whether the salesperson is representing the buyer or the seller? Yes No
10. Do you always recommend that a purchaser obtain a home inspection? Yes No

* Please complete the mortgage broker supplement.
 ** Please complete the property manager supplement.
 *** Please complete the appraisers supplement.

11. Have you or any member of the firm (including owners, officers, partners or employees) been reprimanded, cautioned, investigated or been involved in any suit or investigatory proceeding by any regulatory agency, professional review board or similar body for actual or alleged violations arising out of professional activities? Yes No

If yes, explain (on a separate sheet) the full details and resolution of any such incident, including the dollar amounts of any fine imposed.

12. Does the applicant or its employees belong to any professional organizations or associations? Yes No
If yes, please list those organizations or associations. _____

13. Are you or any principal, director, parent, subsidiary or other related organization engaged in:
- a. Real estate development or construction? Yes No
 - b. Mortgage banking? Yes No
 - c. Formation, management or organization of any group investments, syndications, limited or general partnerships or real estate investment trusts? Yes No

14. Do you understand that the policy, if issued, excludes the activities listed in Question 13? Yes No

15. a. Do you or any person for whom insurance is being requested or any affiliate or related entity have any ownership or equity interest in any property held for sale? Yes No
- b. What percentage of revenue involves properties in which applicant has equity interest? _____ %
- c. Is the applicant owned or affiliated with any developer, builder or construction company? Yes No
If yes, please provide details for questions a-c. _____

- d. Please provide a list of properties and the equity interest the applicant has in each property sold, managed or leased.

16. a. Does applicant sell properties on behalf of a construction company, builder or development company? Yes No
- b. Is applicant an exclusive agent/broker for any one developer, builder or construction company? Yes No
- c. If exclusive agent/broker, what percent of revenues is derived from these sales or services? _____ %
If yes, please provide details for question 16. a-c. _____

THE UNDERSIGNED IS THE AUTHORIZED REPRESENTATIVE OF THE APPLICANT AND WARRANTS THAT REASONABLE INQUIRY HAS BEEN MADE TO OBTAIN THE ANSWERS HEREIN WHICH ARE TRUE, CORRECT, AND COMPLETE TO HIS/HER BEST KNOWLEDGE AND BELIEF.

SIGNING THIS APPLICATION DOES NOT BIND THE COMPANY TO COMPLETE A POLICY OF INSURANCE. ALL INFORMATION REQUESTED IN THE APPLICATION IS CONSIDERED MATERIAL AND IMPORTANT.

Authorized Representative (Owner, Partner or Officer of Applicant)

Name	Title	Date
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