

# Apartment Information Reference



In addition to the information contained on the insurance application, the following information is required by Travelers when completing the policy screens for **Apartment** risks in 2<sup>nd</sup> Gen Travelers **Express**® for **Master Pac**™.

The information requested in this document is specifically designed to assist you with gathering information so that you may obtain a **Master Pac** quote. The information gathered from this document is not intended to supplement or replace the insurance application. The data captured on this document should be entered into the Travelers 2<sup>nd</sup> Gen system to start the quoting process. While completion of this document is not required, if you elect to use it, a copy should be kept in your file for the account.

## General Operations

- Year business established or acquired: \_\_\_\_\_
- Life safety requirements met:  Yes  No
  - No violations of local fire or life safety codes
  - All sleeping areas, common areas, hallways, and high hazard areas such as laundries, trash chutes and compactors have fire detection (Smoke detectors and/or heat detectors)
  - Buildings over 3 stories have an emergency evacuation alarm
  - Emergency lighting provided for buildings over three stories or with more than 12 units
  - Enclosed 2 hour fire rated stairwells in buildings over 3 stories
  - All units equipped with self closing doors (except for buildings 3 stories and less where all unit doors exit directly to exterior stairs or ground level)
  - For buildings over two stories, each floor has multiple means of egress (except when each unit exits directly to the outside)
- Occupancy requirements met:  Yes  No
  - All buildings sustain a minimum occupancy rate of 80%
  - Restaurant, mercantile, office or service occupancies do not exceed 25% of the total building area
  - All restaurant tenants meet the underwriting requirements for **Restaurant Pac**™
- Operations are subcontracted or subcontractors hired for service, maintenance or repair:  Yes  No
  - If yes, Subcontractors required to provide proof of insurance with General Liability limits at least equal to the applicant's:  
 Yes  No

## Premises Information

- Building or complex converted from a commercial or industrial occupancy:  Yes  No
- Indicate type of fireplace in individual units:  Gas  Wood  None
  - If wood: Flues inspected and cleaned at least annually:  Yes  No
- Roof has wood shake shingles:  Yes  No
- BBQ grills used on balconies, patios (ground floor or rooftop), or within 10 ft of the building:  Yes  No
- Playgrounds are over soft surfaces (rubber, grass, mulch, sand) with no concrete surfaces:  Yes  No
- Swimming pool:  Yes  No If yes: Fenced with self locking gates:  Yes  No Diving board or slide:  Yes  No

## Premises Protection

- Percentage of building sprinklered:  100%  80% to 99%  <80%  None
- If the building has an automatic sprinkler system and TIV >\$5,000,000, the following information is needed:**
- Type of Sprinkler Alarm:  Central Station  Local Gong  Proprietary  None
  - Contractor responsible for sprinkler system maintenance and inspection (indicate frequency):  
 Yes – Monthly  Yes – Quarterly  Yes – Semi-Annually  Yes – Annually  Not Maintained/Inspected
  - Sprinkler system extends into the attic:  Yes  No  No Attic
- If the building does not have an automatic sprinkler system and is greater than 6 stories, the following information is needed:**
- Building has an Engineered Life Safety System:  Yes  No

## Miscellaneous Operations

- Indicate all athletic or recreational facilities provided:

None  Golf  Tennis  Racquetball  Sauna  Jacuzzi  Hot Tub  Water Sports  Other: \_\_\_\_\_

o Use restricted to tenants only:  Yes  No

- Indicate all exercise equipment provided:

None  Free Weights  Treadmill(s)  Elliptical Trainer(s)  Weight Machine(s)  Stair Climbing Machine(s)

Stationary Bike(s)  Other: \_\_\_\_\_

o Use restricted to tenants only:  Yes  No

- Applicant has no operations found on the list of ineligible operations:  Yes  No

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| <input type="checkbox"/> Armed Security Guards                 | <input type="checkbox"/> Home based businesses   |
| <input type="checkbox"/> Assisted Living Facilities            | <input type="checkbox"/> Nursing Homes or Chronic Care Facilities  |
| <input type="checkbox"/> Associations - Homeowner or Townhouse | <input type="checkbox"/> Rehabilitation Facilities   |
| <input type="checkbox"/> Boarding Houses                       | <input type="checkbox"/> Resort Communities  |
| <input type="checkbox"/> College Housing                       | <input type="checkbox"/> Senior Living Facilities, including assisted living and independent living<br>(excluding active adult (e.g. 55+) communities) |
| <input type="checkbox"/> Correctional Facilities               | <input type="checkbox"/> Subsidized, Government Funded or Public Housing Complexes   |
| <input type="checkbox"/> Fraternities or Sororities            | <input type="checkbox"/> Timeshares  |
| <input type="checkbox"/> Group Homes                           | <input type="checkbox"/> Waterfront Complexes with Marinas and/or Docks  |
| <input type="checkbox"/> Halfway Houses                        |  |

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The Travelers Indemnity Company and its property casualty affiliates. One Tower Square, Hartford, CT 06183

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