

SUPPLEMENTAL APPLICATION

Please complete the following questions in addition to completing the ACORD Property Application and attach.
(Lessor's risk only some questions may be left unanswered—as indicated **)

APPLICANT

Operations description (select from the following)—Key Location only

- This is a Single or Multiple occupancy facility: Single Multi
- Private warehouse (storage of own property or property of others) non-refrigerated
—list activities performed, e.g. fulfillment, cross docking, trans-loading, assembly/
manufacturing, woodworking _____
- Private warehouse (storage of own property or property of others) Cold Storage
refrigerated—list activities performed: fulfillment, distribution, type of refrigerant used _____
- Warehouse leased to others (single or multi-tenant)—list activities performed by tenant(s),
e.g. durable, bulk, or cold storage, fulfillment, assembly/manufacturing, woodworking _____
- Public Warehouse (single or multi-tenant) operated by owner and storing property of
others—list activities performed: _____
- Trucking Terminal and warehouse (consolidation, cross docking, packing, temporary
and/or permanent storage, auto service/repair and other Logistics Services)
List other activities that may also be performed: _____
- Mini Warehouse Storage

PROPERTY SECTION

Main Commodities owned or those of your Customers or Tenant: Percentage (by area or volume) of commodities stored

COMMODITY	PERCENTAGE	COMMODITY	PERCENTAGE
Appliances, consumer electronics	%	Metals, spooled wire	%
Automobiles, Mobile Equipment, parts or accessories, tires, batteries	%	Medical, Hospital, and Surgical Supplies	%
Building materials, supplies, including shingles, fiberglass insulation, carpets, tile, etc.	%	Office Machinery, Equipment, and Supplies	%
Clothing and Footwear, textiles	%	Paper Products	%
Food, non-perishable or non-refrigerated, beverages, wine, liquor	%	Perishable Goods—fruits and vegetables, meats, seafood, etc.	%
Furniture	%	Pharmaceuticals	%
Gifts or Novelties, toys	%	Plastics, chemicals, fertilizers, paints, flammable liquids, polyurethanes, acids, photographic film	%
Health and Beauty, nail polishes, aerosols	%	Refrigerated Goods	%



COMMODITY	PERCENTAGE	COMMODITY	PERCENTAGE
Home Furnishings Except Furniture	%	Tobacco and other agricultural products	%
Household Goods/Personal Effects, antiques, antiques, and art work	%	Wood products (describe):	%
Machinery and equipment	%	Other (describe):	%

- Prohibited Storage types**—describe: _____
- This is a Bonded Warehouse operation authorized by a local Port Authority: Yes No
- Does operator assume ownership of property received from Port of entry? Yes No NA
- If warehouse facility is tenant occupied, does owner require the tenant to carry building coverage naming owner as insured? Yes No
- Valuation**—as a warehouse operator, use of a warehouse receipt is enforced establishing values for all property accepted (provide sample copy) **: All Most None
 Check one: Direct Damage (not limited) Declared Value (negligence basis)

Facility Construction Details:

- Building height in feet: _____
- Walls are insulated sandwich panel construction (fabricated insulation systems) Yes No
- Roof design Flat Pitched
- Originally built as a warehouse Yes No
- Major Structural support systems protected from equipment related collision damage? Yes No

Protection:

- Private protection:
 - Automatic Sprinkler (AS) System is in place: Yes No
 - Type of AS: Wet Pipe Dry Pipe Pre-Action Deluge
 EFSR Mixed Other _____
 - In-rack sprinklers Yes No
 - All Racks Yes No
 - Alarm type: Local Central Station (monitored)
 Water Flow Valve Tamper
 - Age of automatic sprinkler heads: _____ AS last serviced date: _____
 - In-rack AS protected by barrier guards? Yes Some No
 - Water Supply: Public Public with Booster Fire Pump w/tank Pond
 - Alarm Systems: Local Police Central Station
 - Fire, smoke and heat detection: Yes No
 Only: _____
 - Burglary/Intrusion Alarm: Yes No
 Type: describe _____
 - All areas of warehouse facility included in private protection coverage? Yes No
 - Estimated square foot area per each fire division: _____



- CCTV and watchmen Yes No
Only: _____
- Property fenced: Yes No
- Perimeter alarmed: Yes No
- Gate House: Yes No
- Guarded: Yes No

2. Building Age or year constructed: _____

- Updates to major building systems (HVAC, plumbing, electrical, roofing)
If older than 15 years–describe: _____
- Electrical Preventative Maintenance Program in place: Yes No
Most recent date: _____
- Electrical IR survey performed in the past three years: Yes No

3. Who is responsible for building and premises maintenance (owner/lessor or tenant?) _____

Roof maintenance procedures:

Describe roof maintenance including but not limited to the frequency of periodic physical roof inspections, rain gutter and drain cleaning (flat roof), procedures for clearing ice and snow accumulations, perimeter controls, and skylight inspections.

Storage height: _____

Storage methods and configuration (e.g. rack storage or solid pile floor) _____

- Rack Construction: **Metal** Yes No
Shelving Yes No
Catwalk Yes No

Storage confined to building only? ** Yes No

Details: _____

Trash Removal: location of compactors and dumpsters _____

Material handling equipment utilized–describe e.g. Forklifts (electric or propane), overhead cranes, conveyor systems, robotics, packaging and wrapping, or other _____

Number of truck bays or loading gates **: _____

Estimated average number of daily outgoing and incoming shipments (truck visits) **: _____

Railroad sidetracks on premises: Yes No:

Public Liability Section (Lessor’s risk only, questions may be left unanswered as indicated **)

1. Hours of Operation **: _____ Daily _____ Days/Weeks
2. Packing and crating, unpacking services are provided ** Yes No:
3. Describe any manufacturing or assembly processes that may take place on premises:

4. Does warehouse operation provide Customer Call Center services ** Yes No
 - Services provided on behalf of clients Yes No



5. Security Guards **:
 Employed Subcontracted Armed Y/N _____ None
6. Are guard dogs deployed on premises? Yes No
7. Transportation is arranged by warehouse operator for all outgoing shipments** Yes Most No
- Contracted Carrier(s) utilized: UPS/DHL/FEDX etc. _____% Contracted Carrier _____%
 Independent O/O _____% Owned Vehicles _____% Other _____%
 - Domestic _____% International _____%
8. Total number of warehouse personnel (employees, leased workers, and temporary workers by type) ** _____
- Seasonal changes if any in labor force: +/- _____
 - Is labor unionized? Yes No Some
 - Are your employees bonded? Yes No
 - All Forklift operators are certified? Yes No Some

Contractual Agreements (sample copy to be provided) that may address the following **:

- Property of others on premises: _____%
 - Contractual agreement favors Warehouseman Yes No
 - Agreement requires Warehouseman to insure property as their own Yes No
 - Warehouse receipt establishes that only ordinary care be exercised for stored property Yes No
- Service or subcontract agreements
 - Do contracts contain hold harmless in applicant’s favor Yes No
 - indemnification Yes No
 - additional insured status Yes No
 - defense and protection Yes No
 - Vendor status and specific insurance requirements? Yes No
 - Performance metrics including penalties in contracts? Yes No
 - Customer data security responsibilities outlined in contracts? Yes No
- Labor supplier agreements contain in applicant’s favor: hold harmless Yes No
 - indemnification Yes No
 - additional insured status Yes No
 - alternate employer endorsement requirement Yes No
 - defense and protection Yes No
 - and specific insurance requirements? Yes No

Loading Dock and warehouse access controls **:

- Area is limited to employees, leased employees only Yes No
- Truck driver waiting area is provided including controlled access Yes No
- Truck drivers may engage in loading/unloading activities Yes No

Trailer and Truck Loading/unloading and storage activities **

- Performed overnight for early AM pickup: Mostly Occasionally Never
- Performed daily during normal business hours: Mostly Occasionally Never



- Overnight storage Mostly Occasionally Never
- Depart during or at end of day Mostly Occasionally Never

1. Floors are designed to promote proper drainage to avoid water damage to stored property? Yes No
2. Warehouse release authorization verification is required for all outgoing shipments ** Yes No
3. Computer Systems – access is provided to storage customers ** Yes No
 - Inventory only access permitted? Yes No
 - Storage customer able to place order via insured’s servers? Yes No

Warehouse Legal Liability (if more than one location, refer to WLL Supplemental in Marine Portal to complete) **

1. What is your Limitation of Liability? _____
2. Average value at any one time at this location: _____
3. Describe any agreements other than your standard Warehouse Receipt and/or storage contracts you have with your customers. Include a copy of your warehouse receipt _____
4. How often is a physical inventory taken:
 - Hourly Daily Weekly Monthly Other _____
5. How often is the inventory reconciled with the customer:
 - Hourly Daily Weekly Monthly Other _____
6. Is refrigeration storage involved? Yes No
 If Yes, complete the Cold Storage Supplemental

EXPOSURE DATA SECTION

List the annual gross receipts **

YEAR	STORAGE	HANDLING	PROCESSING
Estimated for the next 12 months			
Current Year			
Previous Year			
Two Years Prior			

COMMENTS:

Applicant Signature: _____ Print Name: _____

Title: _____ Date: _____

Hanover Producer Signature: _____ Agency Name: _____
