



Community Associations Crime & Fidelity Program Application for Insurance

Name of Association ("Applicant"):						
	Mailing address:					
	hysical address:		County:			
A	ssociation website: www.					
Uı	nderwriting Inforn	nation Section				
	Association Type:	Condominium	PUD (Planned Unit Development)	Homeowners		
		Townhome	Timeshare/Interval Ownership	Cooperative		
		Mobile Home	Commercial Association	Master		
1.	Number of Units:	_				
2.	Has Applicant been in existence less than a year?					
3.	Average \$ held in all reserve accounts \$					
	Annual Revenue \$					
	Average \$ held in operating accounts \$					
4.						
	 (b) Number of Applicant employees who handle Applicant funds, have access to Applicant bank or other investment accounts, or maintain records of money, securities, or other property (including, but not limited to, directors, officers, trustees and/or Applicant employees): (b) Does Applicant engage an Independent Management Company to handle Applicant funds, have access to Applicant bank or other investment accounts, or maintain records of money, securities, or other property?					
5.	Does Applicant have an I	Employee Welfare or Emplo	oyee Benefit Plan:	☐ Yes ☐ No		
In	ternal Controls Sec	ction				
6.	Does Applicant prepare	e, or have prepared a financ	ial statement at least annually?	☐Yes ☐ No		
7.	Countersignature Proced	lures				
	(a) Are all checks counted	ersigned?		□Yes □No		
	(b) If "Yes", over what an	mount are dual signatures i	required? \$ ("Countersigna	ature Limit")		
8.	Alternate Check Signing	Controls, if 7.(a) is answere	ed "No"			
	(a) Is an approved voucl	her system used?		☐ Yes ☐ No		
	bookkeeper must be which are all prop preparation of the c individual authorize referred to another o	furnished with original very approved. From those hecks are noted by the body to sign. After the check department or responsible ee. The papers are then play	repared by the bookkeeper from vouche ouchers or checks, copies of invoices or e papers the checks are prepared. The pook keeper and attached to the check which k is properly signed, all papers including individual where the papers are separate aced in a permanent file for use in the rec	purchase orders apers used in the h passes on to the ing the check are ted, and the check		





	(b) Do authorized check signers require that all checks be accompanied by properly approved vouchers and invoices?	☐ Ye	s No
	(c) Are systems designed so that no employee can control a check process from beginning to end (i.e. request a check, approve a voucher, and sign a check)?	∐Ye	s No
	If 7 (a) and 8. (a), (b), and (c) are answered "No," TERMS WILL NOT BE OFF	ERED	
9.	Are those who reconcile bank statements prohibited from:		
	(a) handling deposits in the account they reconcile?	☐ Yes [No
	(b) signing checks?	☐ Yes [□No
	If 9. (a) and (b) are answered "Yes" SKIP TO QUESTION #11		
10.	(a) Are Applicant's bank accounts reconciled on at least a quarterly basis?	☐ Yes [□No
	If "No," how often are bank accounts reconciled?		
	(b) Reconciled by whom: NameTitle/Position		
	If 10. (a) is answered "No," TERMS WILL NOT BE OFFERED		
11.	Has the Applicant's bank been provided with:		
	(a) Signature cards for all authorized check signers?	☐ Yes [□No
	(b) Account restrictions for check signers (i.e countersignature requirements, maximum	1	
	limit of check authority, etc.)?	☐ Yes [□No
12.	Does anyone authorized by Applicant's Board have authority to initiate a wire transfer?	☐ Yes [□No
	If Yes, list each authorized person along with their title:		
13.	Does each Identified Person in Question 12 above authenticate all fund transfer requests?	☐ Yes ☐ ː	No □N/A
	If "Yes", prior to complying with the instruction which methods are used to authenticate the		
	(a) Calling the requestor at a predetermined number? (a) Yes No	1	
	(b) Sending a text message to a predetermined number? (b) Yes No		
	(c) Some other method or combination of the above? (c) Yes No		
	Please describe:		
14.	Does Applicant require dual authentication for wire transfers?	☐ Ye:	s No
	Is anti-fraud training provided to Applicant , including but not limited to training on how to detect phishing, spear phishing, ransomware and other fraudulent social engineering schemes particularly those that are responsible for wire transfers?	∐Ye	s 🗌 No
16.	If Property Manager or board member uses a cloud based email, is two factor authentications required?	□Ye	s
17.	Have there been any Crime or Fidelity (employee theft) losses within the past three (3) years?	□Ye	s





If there have been any losses within the past three (3) years, please provide currently-valued, carrier-generated loss runs and details via a separate attachment: (1) date loss discovered; (2) type of loss; (3) amount of loss; (4) amount, if any, recovered from insurance; (5) amount, if any, recovered from the perpetrator; (6) describe the circumstances of the loss; and, (7) describe action(s) taken to help prevent the repetition of a Crime / Fidelity (employee theft)loss going forward.

Prior Insurance Section	
18. Current Crime & Fidelity Coverage Policy Period: / / to / /	
Insurer: Limits:Retention:	Premium:
Property Manager Section	
19. Does Applicant have an <u>independent</u> property manager?	☐ Yes ☐ No
20. Is the Property Manager and/or its employees authorized to handle funds on behalf of Applicant?	☐ Yes ☐ No
Name:	
Phone: () Fax: ()	
E-Mail: Website: www	

Desired Limits

Option #1	\$25,000 Employee Theft, Forgery, Computer Fraud, Funds Transfer Fraud (\$250 Deductible) \$25,000 Theft, Disappearance & Destruction (\$250 deductible)
Option #2	\$50,000 Employee Theft, Forgery, Computer Fraud, Funds Transfer Fraud (\$250 Deductible) \$25,000 Theft, Disappearance & Destruction (\$250 deductible)
Option #3	\$75,000 Employee Theft, Forgery, Computer Fraud, Funds Transfer Fraud (\$250 Deductible) \$25,000 Theft, Disappearance & Destruction (\$250 deductible)
Option #4	\$100,000 Employee Theft, Forgery, Computer Fraud, Funds Transfer Fraud (\$250 Deductible) \$25,000 Theft, Disappearance & Destruction (\$250 deductible)
Option #5	\$150,000 Employee Theft, Forgery, Computer Fraud, Funds Transfer Fraud (\$500 Deductible) \$50,000 Theft, Disappearance & Destruction (\$500 deductible)
Option #6	\$200,000 Employee Theft, Forgery, Computer Fraud, Funds Transfer Fraud (\$500 Deductible) \$50,000 Theft, Disappearance & Destruction (\$500 deductible)
Option #7	\$250,000 Employee Theft, Forgery, Computer Fraud, Funds Transfer Fraud (\$500 Deductible) \$50,000 Theft, Disappearance & Destruction (\$500 deductible)
Option #8	\$300,000 Employee Theft, Forgery, Computer Fraud, Funds Transfer Fraud (\$750 Deductible) \$75,000 Theft, Disappearance & Destruction (\$750 deductible)
Option #9	\$350,000 Employee Theft, Forgery, Computer Fraud, Funds Transfer Fraud (\$750 Deductible) \$75,000 Theft, Disappearance & Destruction (\$750 deductible)
Option #10	\$400,000 Employee Theft, Forgery, Computer Fraud, Funds Transfer Fraud (\$750 Deductible) \$75,000 Theft, Disappearance & Destruction (\$750 deductible))
Option #11	\$450,000 Employee Theft, Forgery, Computer Fraud, Funds Transfer Fraud (\$750 Deductible) \$75,000 Theft, Disappearance & Destruction (\$750 deductible)
Option #12	\$500,000 Employee Theft, Forgery, Computer Fraud, Funds Transfer Fraud (\$1,000 Deductible) \$100,000 Theft, Disappearance & Destruction (\$1,000 deductible)
Option #13	\$600,000 Employee Theft, Forgery, Computer Fraud, Funds Transfer Fraud (\$2,500 Deductible) \$100,000 Theft, Disappearance & Destruction (\$1,000 deductible)

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Option #14	\$700,000 Employee Theft, Forgery, Computer Fraud, Funds Transfer Fraud (\$5,000 Deductible) \$100,000 Theft, Disappearance & Destruction (\$1,000 deductible)
Option #15	\$800,000 Employee Theft, Forgery, Computer Fraud, Funds Transfer Fraud (\$5,00 Deductible) \$100,000 Theft, Disappearance & Destruction (\$1,000 deductible)
Option #16	\$900,000 Employee Theft, Forgery, Computer Fraud, Funds Transfer Fraud (\$7,500 Deductible) \$100,000 Theft, Disappearance & Destruction (\$1,000 deductible)
Option #17	\$1,000,000 Employee Theft, Forgery, Computer Fraud, Funds Transfer (\$10,000 Deductible) \$100,000 Theft, Disappearance & Destruction (\$1,000 deductible)

Anti-Fraud

The Undersigned Insurance Broker And Insured Declare That To The Best Of Their Knowledge And Belief And Warrant That The Statements Set Forth Herein Are True. The Undersigned Further Declares That Any Occurrence Or Event Taking Place Prior To The Effective Date Of The Insurance Applied For Which May Render Inaccurate, Untrue, Or Incomplete Any Statement Made Will Immediately Be Reported In Writing To The Insurer And The Insurer May Withdraw Or Modify Any Outstanding Quotations And/Or Authorization Or Agreement To Bind The Insurance. The Insurer Is Hereby Authorized, But Not Required, To Make Any Investigation And Inquiry In Connection With The Information, Statements And Disclosures Provided In This Application, The Decision Of The Insurer Not To Make Or To Limit Any Investigation Or Inquiry Shall Not Be Deemed A Waiver Of Any Rights By The Insurer And Shall Not Stop The Insurer From Relying On Any Statement In This Application In The Event The Policy Is Issued. It Is Agreed That This Application Shall Be The Basis Of The Contract Should A Policy Be Issued And It Will Be Attached And Become A Part Of The Policy. Any Person Who Knowingly And With Intent To Defraud Any Insurance Company Or Other Person Files An Application For Insurance Containing False Information Concerning Any Material Fact Thereto, Or Conceals Information For The Purpose Of Misleading, Commits A Fraudulent Insurance Act, Which Is A Crime.

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Signature of Applicant (President or Property Manager)	Date	Signature of Insurance Broker	Date
Print Name:		Print Name:	
Title:		Title: Insurance Broker	





Notice to Alabama and Maryland Applicants: Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Notice to Arkansas, New Mexico and Ohio Applicants: Any person who, with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing a false, fraudulent or deceptive statement is, or may be found to be, guilty of insurance fraud, which is a crime, and may be subject to civil fines and criminal penalties.

Notice to Colorado Applicants: It is unlawful to knowingly provide false, incomplete or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policy holder or claimant for the purpose of defrauding or attempting to defraud the policy holder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory agencies.

Notice to District of Columbia Applicants: WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits, if false information materially related to a claim was provided by the **Applicant**.

Notice to Florida Applicants: Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

Notice to Kansas Applicants: Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written, electronic, electronic impulse, facsimile, magnetic, oral, or telephonic communication or statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto.

Notice to Kentucky Applicants: 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.

Notice to Louisiana and Rhode Island Applicants: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Notice to Maine, Tennessee, Virginia and Washington Applicants: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits.

Notice to New Jersey Applicants: Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

Notice to Oklahoma Applicants: WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claims for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

Notice to Oregon and Texas Applicants: Any person who makes an intentional misstatement that is material to the risk may be found guilty of insurance fraud by a court of law.

Notice to Pennsylvania Applicants: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Notice to Puerto Rico Applicants: Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation with the penalty of a fine of not less than five thousand (5,000) dollars and not more than ten thousand (10,000) dollars, or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances are present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

Notice to New York Applicants: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim 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 shall also be subject to: a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

Notice to Vermont Applicants: Any person who knowingly presents a false statement in an application for insurance may be guilty of a criminal offense and subject to penalties under state law.