

Small Condominium and Homeowners Association Crime Application

Employee Dishonesty \$ \$ \$ 2. Forgery or Alteration \$ \$ \$ \$ 3. Inside the Premises \$ \$ \$ 4. Outside the Premises \$ \$ \$ 5. Computer Hacking \$ \$ \$ 5. Computer Hacking \$ \$ \$ 5. Computer Hacking \$ \$ \$ 5. Money Orders & Counterfeit Paper Cash \$ \$ 6. Money Orders & Counterfeit Paper Cash \$ \$ 7. Loss of Client's Property \$ \$ \$ 8. Frauds Transfer Fraud \$ \$ \$ 9. Fraudulently Induced Transfer (Separate Application Required) \$ \$ \$ 9. Fraudulently Induced Transfer (Separate Application Required) \$ \$ \$ 10. ERISA Fraud or Dishonesty \$ \$	Principal Address					
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Vouchers/supporting records are stamped "PAID" when cheques are signed. If records are kept electronically, there

is a system in place to indicate that a cheque has been issued to prevent duplication.

3. Applicant Requirements Continued

- Anyone authorized to fire or hire association employees is prohibited from distributing payroll. If there is no payroll, this question does not apply.
- Volunteers (other than Directors & Officers) are prohibited from handling bank accounts or fee/mortgage payments. If there are no other volunteers, aside from Directors & Officers, this does not apply.
- The property management company is prohibited from being named the sole authorized cheque signer on any association bank accounts.

Item 3: Oversight/Reconciliation

- The associations' bank accounts and credit card statements are reconciled monthly by someone not authorized to deposit, withdraw, initiate electronic funds transfer, or use an association credit card.
- If Association utilizes traditional banking, countersignatures are required on all cheques over \$500.
- If Association utilizes electronic banking, they must meet the following:
 - The board approves all cheques/expenditures and also verifies the completion/receipt of purchased services or goods.
 - The employee creating the cheque or payment request does not also sign or approve.

(the bank's website) and reviews it on a month	,	pe or via e-mail directly from				
□ I ackno	owledge that I have read the above and the insured r	neets all underwriting criteria outlined in sectio	ns 1-3				
THE UNDERSIGNED IS AN AUTHORIZED REPRESENTATIVE OF THE APPLICANT AND REPRESENTS THAT REASONABLE INQUIRY HAS BEEN MADE TO OBTAIN THE ANSWERS TO QUESTIONS ON THIS APPLICATION. HE/SHE REPRESENTS THAT THE ANSWERS ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF HIS/HER KNOWLEDGE.							
Applicant S	ignature	Title	Date				
Producer Si	gnature	Title	Date				