



DESIGN PROFESSIONAL LIABILITY INSURANCE  
GREAT AMERICAN INSURANCE COMPANY

**NEW BUSINESS APPLICATION**

**NOTICE: This is an application for a "Claims-made and Reported" policy. Coverage for prior acts and claims made after termination of this policy may be restricted. Please read the policy carefully.**

Current Coverage    Y        N    Carrier Reference Number/Policy Number: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Website Address: \_\_\_\_\_

Date Established: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

1. Indicate total gross billings for all entities including any predecessor or newly acquired firms. Total gross billings should include subconsultant billings for the fiscal year specified below. **(total gross billings should not include non-professional reimbursable expenses e.g. travel, per diem, printing/reproduction costs, etc):**

	<u>Fiscal Year</u>	<u>Gross Billings</u>
	(MM/YYYY to MM/YYYY)	
a. Current Fiscal year	____ / ____ to ____ / ____	\$ ____
b. Last Fiscal Year	____ / ____ to ____ / ____	\$ ____
c. One Fiscal Year Prior	____ / ____ to ____ / ____	\$ ____
d. Second Fiscal Year	____ / ____ to ____ / ____	\$ ____
e. Next Fiscal Year	____ / ____ to ____ / ____	\$ ____

2. What is the total number of staff in your firm, including principals and part-time employees? \_\_\_\_\_

a. Of the above, how many are registered/licensed design professionals? \_\_\_\_\_

b. How many employees have left your firm in the past 12 months?

Management \_\_\_\_\_ Registered/Licensed Professionals \_\_\_\_\_ Other Staff \_\_\_\_\_

3. In the past 12 months has anyone in your firm acted in their capacity as a director or officer of a non-profit organization? ☐ Yes ☐ No

If yes, please provide details below or on a separate sheet of paper and attach to this application.

4. Has your firm or any predecessor firm ever filed for or been in receivership or bankruptcy? Yes No

If yes, please provide details on a separate sheet of paper and attach to this application.

5. Please indicate the approximate percentage of your total gross billings from the last year (Question 1b) that were derived from each of the following disciplines: (This section should equal 100%)

_____% Architecture	_____% Forensic Engineer	_____% Mechanical Engineer
_____% Civil Engineer	_____% Geotechnical Engineer	_____% Process Engineer
Construction Management _____% Agency/Owners Rep _____% At- Risk	_____% Non-Structural Interior Design	_____% Structural Engineer
_____% Electrical Engineer	_____% Landscape Architect	_____% *Other Design Consulting
_____% Environmental Consultant*	_____% Land Surveyor	_____% Total

\*Please describe the type of “Environmental Consultant” or “Other Design Consulting” above: e.g. acoustical, lighting design, urban planning etc. (Describe):

6. Indicate the approximate percentage of your total gross billings from the last year (Question 1b) that were derived from each of the following project types: (This section should equal 100%)

Airports %	Hospitals-Healthcare/Assisted Living %	Roads/Highways %
Amusement Parks %	Hotels/Motels %	Schools - Colleges, Universities, Private %
Apartments %	Industrial/Manufacturing %	Schools - Public K-12 %
Bridges (<500ft Spans) %	Jails/Prisons/Detention Centers %	Single Family Residential-Custom Homes %
Bridges (>500ft Spans) %	Judicial/Courts %	Single Family Residential-Subdivisions %
Building Façade Restoration/Inspection %	Libraries %	Stadiums/Arenas/Convention Centers %
Civil/Site Development Residential % Other %	Mass Transit %	Swimming Pools %
Clean Rooms/Laboratories %	Military Facilities %	Telecommunications/Cabling %
Commercial Low Rise <15 Stories %	Mines/Quarries %	Townhouses %
Commercial High Rise >15 Stories %	Museums %	Toxic Waste Sites/Landfills %
Condominiums – Commercial* %	Parking Garages %	Tunnels/Dams/Levees %
Cooperatives* %	Parks/Playground/Sports Fields %	Underground Storage Tanks %
Mixed Use* (Commercial/Rentals) %	Power Generation/Utilities %	Warehouses %
Mixed Use* (Commercial/Owned Residential) %	Public Safety/Police/Fire Stations %	Waste Water Treatment %
Condominiums- Residential* %	Religious Facilities %	Sewer/Water Systems %
Harbors/Piers/Ports %	Refinery/Petrochemical %	Zoos %
Other: % Describe:		% Total

\*Please complete Condominium/Cooperative Supplement (D45208)  
D45200 (07 18)

7. Has the applicant firm, any subsidiary, or any predecessor rendered services in the past 3 years, or do they expect to render services in the next 12 months, for any condominium or cooperative project? (Note: Do not include services provided for the owner of a single condominium unit).....☐ Yes\* ☐ No
- \*Please complete Condominium/Cooperative Supplement (D45208)**

**8. Current Projects:** Indicate your 3 largest current projects:

<i>Project Name</i>	<i>Location</i>	<i>Services Rendered</i>	<i>Project Type</i>	<i>Construction Value</i>	<i>Fees Billed</i>

9. What percentage of total gross billings from the last year (Question 1b) were derived from feasibility studies, master planning, reports, opinions, non-structural interior design or forensic engineering? \_\_\_\_\_%
10. What percentage of annual gross billings from the last year (Question 1b), were derived from projects located outside the U.S., its territories, or Canada? \_\_\_\_\_%

Provide the following for such foreign projects:

<i>Project Name</i>	<i>Location</i>	<i>Services Rendered</i>	<i>Project Type</i>	<i>Construction Value</i>	<i>Fees Billed</i>

11. What percentage of your total gross billings from the last year (Question 1b) were derived from projects utilizing Building Information Modeling (BIM) or Virtual Design and Construction? \_\_\_\_\_%
12. What percentage of your total gross billings from the last year (Question 1b) were derived from the following project delivery methods?  
 Design-Bid-Build \_\_\_\_\_%    Fast Track \_\_\_\_\_%    Turnkey \_\_\_\_\_%    Design-Build \_\_\_\_\_%

**13. Is the firm or any parent, subsidiary, or related organization perform any of the following:**

- a. Actual construction, fabrication, installation or erection?..... ☐ Yes ☐ No
- b. Computer software development for, or sales to, others?..... ☐ Yes ☐ No
- c. Real estate development?..... ☐ Yes ☐ No
- d. Designing, manufacturing, selling, leasing, or distributing any products, process or patented design?..... ☐ Yes ☐ No
- e. Design build project delivery where you had single point responsibility for both design and construction?..... ☐ Yes\* ☐ No

Provide detailed information on a separate sheet of paper and attach it to this application for any "yes" answer to questions 13 a – d. \*Complete the Design-Build Supplement when selecting "yes" to question 13 e.

**14. Client Types:** What percentage of your total gross billings from the last year (Question 1b) were derived from the following client types:

<i>Firm's Client</i>	<i>% Of Annual Gross Billings</i>	<i>Firm's Client</i>	<i>% Of Annual Gross Billings</i>
Contractors	_____%	State or Local Government	_____%
Design Professionals	_____%	Federal Government	_____%
Developers	_____%	Public Institutions	_____%
Private Owners	_____%	Other:	_____%
Non-Profit Entities	_____%	Total	_____%

15. Approximately, what percentage of your total gross billings from the last year (Question 1b) were derived from repeat clients? \_\_\_\_\_%
16. What percentage of your total gross billings from the last year (Question 1b) were derived from one client? \_\_\_\_\_%

## RISK MANAGEMENT AND LOSS PREVENTION

17. Does your firm follow written in-house quality control procedures? ☐ Yes ☐ No

If yes, when were they last reviewed? \_\_\_\_\_

18. Does your firm have a client selection process? ☐ Yes ☐ No

If yes, describe: \_\_\_\_\_

19. Does your firm have a project selection process? ☐ Yes ☐ No

If yes, describe: \_\_\_\_\_

20. Based on the firm's total gross billings from the last year (Question 1b) indicate the percentage of such billings that were paid to subconsultants in each discipline shown below, and whether or not certificates of insurance were obtained from all subconsultants.

Discipline	% of Annual gross billings paid to subconsultants within each discipline	Certificates of insurance were obtained from all subconsultants
Architecture	%	Yes No
Civil Engineering	%	Yes No
Electrical Engineering	%	Yes No
Geotechnical Engineering	%	Yes No
Land Surveying	%	Yes No
Mechanical Engineering	%	Yes No
Structural Engineering	%	Yes No
Other Professional:	%	Yes No

**Note: Total should not equal 100%**

21. Has your firm participated in an "Organizational Peer Review" sponsored by ACEC, AIA or a similarly qualified national professional society? ☐ Yes ☐ No If yes, please provide the date: \_\_\_\_\_

22. How many individuals from your firm attended a professional liability risk management seminar within the past 12 months? \_\_\_\_

23. Contracts: Indicate the percentage of your total gross billings from the last year (Question 1b) for each contract type listed below (should equal 100%):

% Professional Association Contract	% Letter Agreement
% Client Drafted Contract	% Purchase Order
% Your Standard Contract	% Verbal Agreement
% Other (Describe):	% Total

a. If non-standard agreements are used, are they reviewed by legal counsel for liability implications prior to signing  
☐ Yes ☐ No

b. Is a limitation of liability provision incorporated into contracts and agreements? ☐ Yes ☐ No  
If yes, what percentage of contracts contain a limitation of liability clause less than or equal to \$250,000? \_\_\_\_%

24. What is the total amount of accounts receivable your firm currently has that is more than 60 days old? \$\_\_\_\_\_

a. In the past 3 years, have you brought suit against any client to collect fees?..... Yes\* ☐ No  
b. Do you currently have any unresolved fee disputes?..... Yes\* ☐ No

\*If yes, please provide details on a separate sheet of paper and attach to this application.

25. Has any claim involving professional services been made against any of the following during the past five years (ten years if total gross billings are greater than \$5 million), or earlier if still pending:

a. You, your firm or any Insured seeking coverage under this proposed policy?..... ☐ Yes ☐ No  
b. Any predecessor firm?..... ☐ Yes ☐ No

26. Do you or any person seeking coverage under this proposed policy have knowledge of any incident, act, error, or omission that could reasonably be expected to be the basis of a claim, potential claim or civil proceeding?..... ☐ Yes ☐ No

*If yes to any part of question 25 or 26, please complete the Claim, Potential Claim or Incident Supplement (D45205) for each claim, potential claim, incident, act, error or omission.*

27. Has any person or entity seeking coverage under this proposed policy ever been declined professional liability insurance or had such insurance non-renewed or cancelled, including for nonpayment of premium? (Missouri applicants: Do not complete) ..... ☐ Yes ☐ No

*If yes, please provide details in the Additional Information section at the end of this application.*

**ATTACH A COPY OF THE FIRM'S PROFESSIONAL LIABILITY LOSS RUNS FOR THE PAST FIVE YEARS  
(TEN YEARS IF GROSS ANNUAL BILLINGS EXCEED \$5 MILLION)**

28. Complete the following chart for professional liability insurance coverage carried during the past five years:  
(Check here if none: ☐)

Year	Carrier	Expiration Date	Limits of Liability	Deductible Amount	Deductible Type	Premium
			\$	\$		\$
			\$	\$		\$
			\$	\$		\$
			\$	\$		\$
			\$	\$		\$

Retroactive coverage date: \_\_\_\_\_ Policy expiration date: \_\_\_\_\_  
MM/DD/YR MM/DD/YR

Full Prior Acts Coverage ☐ Yes ☐ No

29. Provide the following for general liability insurance coverage currently in force (Check here if none ☐):

Carrier	Policy Expiration	Limits of Liability

**Additional Information:**

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***It is recommended that you report any incidents, acts, errors or omissions to your current insurance carrier. Please note that any incident, act, error or omission about which you are currently aware, will not be covered by a subsequently issued claims made and reported policy.***

**FRAUD WARNING:** 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 subjects such person to criminal and civil penalties.

**ALABAMA, ARKANSAS, LOUISIANA AND WEST VIRGINIA FRAUD WARNING:** 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.

**CALIFORNIA FRAUD WARNING:** For your protection California law requires the following to appear on this form:  
Any person who knowingly presents false or fraudulent information to obtain or amend insurance coverage or to make a claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

**COLORADO FRAUD WARNING:** 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 benefits, and/or civil damages. In Colorado, any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder 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.

**D.C. FRAUD 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.

**FLORIDA FRAUD WARNING:** 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.

**KANSAS FRAUD WARNING:** 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, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

**KENTUCKY FRAUD WARNING:** 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.

**MAINE FRAUD WARNING:** 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 denial of insurance benefits.

**MARYLAND FRAUD WARNING:** 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.

**MINNESOTA FRAUD WARNING:** A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

**NEW JERSEY FRAUD WARNING:** Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

**OHIO FRAUD WARNING:** Any person who, with the intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

**OKLAHOMA APPLICANTS:** Warning: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

**OREGON FRAUD WARNING:** 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 may be guilty of a fraudulent insurance act, which may subject such person to prosecution for insurance fraud.

**PENNSYLVANIA FRAUD WARNING:** 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 subjects such person to criminal and civil penalties.

**TENNESSEE FRAUD WARNING:** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

**VIRGINIA AND WASHINGTON FRAUD WARNING:** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

**VERMONT FRAUD WARNING:** 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.

**DISCLAIMER**

**COMPLETION OF THIS FORM DOES NOT BIND COVERAGE. THE APPLICANT AND FIRM ACCEPTS NOTICE THAT ANY POLICY ISSUED WILL APPLY ON A “CLAIMS-MADE” BASIS. THE APPLICANT AND FIRM ACCEPTS NOTICE THAT THEY ARE REQUIRED TO PROVIDE WRITTEN NOTIFICATION TO THE COMPANY OF ANY CHANGES TO THIS APPLICATION THAT MAY HAPPEN BETWEEN THE SIGNATURE DATE BELOW AND ANY PROPOSED EFFECTIVE DATE. THE APPLICATION MUST BE SIGNED BY AN ACTIVE OWNER, PARTNER, PRINCIPAL, OFFICER, OR MEMBER OF THE APPLICANT.**

The undersigned is authorized by, and acting on behalf of, the Applicant and represents that all statements and particulars herein are, to the best of Applicant’s knowledge true, complete and accurate and that there has been no suppression or misstatements of fact and agrees that this application shall be the basis of, and becomes part of, the Applicant’s professional liability coverage.

**THE APPLICANT AND FIRM ACCEPTS NOTICE THAT THEY ARE REQUIRED TO PROVIDE WRITTEN NOTIFICATION TO THE COMPANY OF ANY CHANGES TO THIS APPLICATION THAT MAY HAPPEN BETWEEN THE SIGNATURE DATE BELOW AND ANY PROPOSED EFFECTIVE DATE. THE APPLICATION MUST BE SIGNED BY AN ACTIVE OWNER, PARTNER, PRINCIPAL, OFFICER, OR MEMBER OF THE APPLICANT.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Agency Contact

\* If you are electronically submitting this document, and you elect to sign electronically, apply your electronic signature to this form by checking the Electronic Signature, Acknowledgement and Acceptance box below. By doing so, you agree that your use of a key pad, mouse, or other device to check the Electronic Signature, Acknowledgement and Acceptance box constitutes your signature, acknowledgement, acceptance, and agreement as if actually signed by you in writing and has the same force and effect as a signature affixed by hand.

Electronic Signature, Acknowledgement and Acceptance – Authorized Representative