

# REAL ESTATE APPRAISER ERRORS & OMISSIONS RENEWAL APPLICATION

Hanover Insurance / Norman-Spencer Agency

## SECTION A: APPLICANT INFORMATION

### 1. Full Legal Name of Applicant Firm:

### 2. DBA / Trade Name(s) if different:

### 3. Business Address:

Street:

City:

State:

ZIP:

### 4. Contact Information:

Phone:

Email:

Website:

**Entity Type:** Sole Prop LLC Corporation Partnership Other:

**Have there been any ownership changes since last application?** Yes No

If yes, explain:

## SECTION B: PERSONNEL & STAFF COUNT

### 5. Number of individuals in each category working for your firm:

Licensed/Certified Appraisers (including yourself):

Independent Subcontractors WITHOUT their own E&O:

Independent Contractors WITH their own E&O:

Trainees/Apprentices:

Office/Admin Support Staff:

\* Attach copies of E&O declaration pages for all independent contractors with their own coverage

## PRODUCTION DATA

### 6. Three Highest Value Appraisals in Past 12 Months:

Client Name	Appraised Value	Property Description
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**7. Appraisal Production by Category:**

Category	Last 12 Mo. Count	Last 12 Mo. Revenue	Projected Next 12 Mo.
Single Family (1-4 Units)			
Multi-Family (5+ Units)			
Vacant Land			
New Construction			
Condos/Townhomes			
Commercial/Industrial			
Farm/Agricultural			
REO/Foreclosure			
Relocation			
Other			
<b>TOTALS:</b>			

**SECTION C: CLAIMS & DISCIPLINARY HISTORY**

**8. Since your last application, have any claims or suits been made against you or any person proposed for coverage?** Yes No

**9. Are you aware of any incident that could result in a claim against you?** Yes No

**10. Have you or anyone proposed for coverage had any license disciplinary action, revocation, suspension, or other regulatory action?** Yes No

If YES to any of the above, attach a detailed explanation.

## SECTION D: ADDITIONAL QUESTIONS

- |   |     |    |
|---|-----|----|
| <b>11. Do you appraise properties in which you have an ownership interest?</b>          | Yes | No |
| <b>12. Do you appraise for clients who are family members or close associates?</b>      | Yes | No |
| <b>13. Are your computer systems protected with firewall and antivirus software?</b>    | Yes | No |
| <b>14. Do you use encrypted email for transmitting confidential client information?</b> | Yes | No |
| <b>15. Do you maintain backup copies of appraisal files?</b>                            | Yes | No |

## SECTION E: COVERAGE SELECTION

**16. Requested Limits of Liability:**

\$300,000 / \$300,000      \$500,000 / \$500,000      \$1,000,000 / \$1,000,000

**17. Requested Deductible:**

\$1,000      \$2,500      \$5,000      \$10,000

**18. List all states where you hold an appraiser license:**

**19. Primary License Number:** \_\_\_\_\_ **Expiration:** \_\_\_\_\_

## CERTIFICATION & SIGNATURE

By signing below, I certify that the statements made in this application are true and complete to the best of my knowledge. I understand that any material misrepresentation or omission may void coverage or result in denial of claims. I authorize the insurer to obtain additional information as necessary to evaluate this application and any claims. I agree that this application shall be the basis of the contract should a policy be issued.

**Signature of Owner/Principal:** \_\_\_\_\_

**Date:**

**Print Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

*Return completed application to your insurance agent or broker  
Questions? Contact Norman-Spencer Agency at (800) 555-1234*