



Date: 2/10/2017

To: Top Floor Design Inc C/O: N/A
225 Cleveland Ave

Long Branch, NJ 07740

Reply To: Audit Department

Address: 320 Cumberland St.
Lebanon, PA 17042

Phone: 877-370-0261 ext 127

Fax: 717-273-9186

Email: auditdepartment@rldassociates.com

<http://rldassociates.com/verify>

Please Do Not Staple Document

Premium Audit Questionnaire (Case: 1249169)

Hello: RLD Associates, Inc. has been engaged by your insurance company, **Utica National Insurance Group**, to conduct a telephone premium audit of your insurance policy. The information needed to complete your audit is for the period **01/15/2016 to 01/15/2017**.

Please complete & return this Audit Questionnaire. If a section does not apply, please annotate as such. Do not leave anything blank. Also note, even if you are no longer insured with the above carrier, you will still need to provide the information requested. Please return this on or before **2/20/2017**. You may submit the completed audit questionnaire by email, fax, or mail. If there is no response by the due date listed on the enclosed form, an incomplete audit will be returned to your insurance company for their disposition.

As a contracted independent third party, we are not permitted to share our audit findings with anyone but the audit contact that supplied us with the information and your insurance company. We will not divulge this information to any other party including your agent without your permission.

Please verify or complete the following information	
Name of Insured or Business:	Top Floor Design Inc
Contact Name:	N/A NANCY ALVES
Address:	225 Cleveland Ave Long Branch, NJ 07740
Policy Number:	004922179
Policy Period:	01/15/2016 to 01/15/2017
Federal Tax ID # (required):	
Your Name & Title:	
Contact Number:	732 292 214 732 298 7667 732 492 3034
Fax:	
Email:	Nancyalves@TOPFLOORDesign.Com
Website Address:	

Release Audit Information to Insurance Agent

If you would like your agent to receive a copy of the audit worksheets with detailed payroll information, please sign below.

To: **Utica National Insurance Group**

Policy: **004922179**

Please accept this as my authorization to release detailed audit worksheets to my insurance agent.

Signed: _____

Position: _____

Date: _____

Total Gross Wages:

If you attach payroll reports, make sure employee job duties are labeled.

Is clerical work performed in an office physically separate (4 walls, ceiling to floor partitioned) from the primary business operations and/or customer area? _____

Did you use subcontractors? If yes, provide the following information.

You must attach certificates of insurance, if insured, as evidence. Any questions regarding this, please contact your auditor. Effective dates of the certificates must coincide with your audit period.

Name of subcontractor	Type of work performed	Amount paid	Are they insured? (Yes/No)
Ultimate Development	Wood install	301,154	YES
Quick Carpentry	Wood install	294,136	YES

Was there any casual labor used during the audit period? If yes, list the names of those paid as casual labor, how much was paid, and the duties performed.

NO

Gross Sales/Revenue for the Period (List by location if more than one):

ATTACHED.

Please also attach a report showing gross sales by month for the full policy period.

No estimates. Do not include sales tax.

Were there any changes in the business during the audit period, if so what were they?

(Examples include but are not limited to increase in sales, more customers, downsizing, gain or loss of contracts, change in ownership or entity, high turnover, etc.)

NO

What is the maximum number of employees at any work location or job site at any given time?

(If there is more than one permanent work location or job site, please list them and the maximum number of employees at each.)

Owner

Subs and

Please send copies of the corresponding State and Federal Employer's Quarterly Tax Returns/Reports for the following period: 01/15/2016 to 01/15/2017

NONE

Please provide total gross wages for all employees and officers for the following two separate time periods. These payroll amounts are used in order to verify the payroll with the quarterly tax returns that are requested:

01/01/2016 to 1/14/2016 \$ _____

01/01/2017 to 1/14/2017 \$ _____

Top Floor Designs Corporation
Checks for Ultimate Development Inc.
January 15, 2016 through January 15, 2017

Num	Date	Account	Amount
Jan 15, '16 - Jan 15, 17			
1356	07/11/2016	Checking at Chase Web Dow...	3,060.00
1358	07/17/2016	Checking at Chase Web Dow...	7,000.00
1362	07/20/2016	Checking at Chase Web Dow...	4,085.00
1363	07/22/2016	Checking at Chase Web Dow...	7,020.00
1364	07/22/2016	Checking at Chase Web Dow...	5,105.00
1365	07/29/2016	Checking at Chase Web Dow...	4,000.00
1366	08/03/2016	Checking at Chase Web Dow...	3,000.00
1368	08/03/2016	Checking at Chase Web Dow...	7,000.00
1370	08/03/2016	Checking at Chase Web Dow...	3,065.00
1372	08/07/2016	Checking at Chase Web Dow...	10,500.00
1373	08/09/2016	Checking at Chase Web Dow...	4,085.00
1378	08/12/2016	Checking at Chase Web Dow...	5,400.00
1379	08/17/2016	Checking at Chase Web Dow...	0.00
1379	08/22/2016	Checking at Chase Web Dow...	3,060.00
1380	08/23/2016	Checking at Chase Web Dow...	5,100.00
1381	08/24/2016	Checking at Chase Web Dow...	5,000.00
1382	08/30/2016	Checking at Chase Web Dow...	12,245.00
1385	09/02/2016	Checking at Chase Web Dow...	5,610.00
1387	09/05/2016	Checking at Chase Web Dow...	10,210.00
1388	09/05/2016	Checking at Chase Web Dow...	8,160.00
1389	09/05/2016	Checking at Chase Web Dow...	11,050.00
1390	09/07/2016	Checking at Chase Web Dow...	2,014.00
1397	09/12/2016	Checking at Chase Web Dow...	11,000.00
1398	09/12/2016	Checking at Chase Web Dow...	10,500.00
1392	09/16/2016	Checking at Chase Web Dow...	0.00
1393	09/16/2016	Checking at Chase Web Dow...	11,225.00
1394	09/17/2016	Checking at Chase Web Dow...	2,000.00
1395	09/17/2016	Checking at Chase Web Dow...	15,500.00
1416	09/23/2016	Checking at Chase Web Dow...	2,200.00
1399	09/30/2016	Checking at Chase Web Dow...	16,500.00
1403	09/30/2016	Checking at Chase Web Dow...	5,100.00
1405	10/05/2016	Checking at Chase Web Dow...	19,000.00
1406	10/14/2016	Checking at Chase Web Dow...	8,160.00
1407	10/16/2016	Checking at Chase Web Dow...	0.00
1408	10/18/2016	Checking at Chase Web Dow...	5,125.00
1409	10/24/2016	Checking at Chase Web Dow...	12,800.00
1410	10/24/2016	Checking at Chase Web Dow...	4,000.00
1411	10/24/2016	Checking at Chase Web Dow...	5,100.00
1412	10/30/2016	Checking at Chase Web Dow...	9,620.00
1415	11/08/2016	Checking at Chase Web Dow...	3,200.00
1417	11/26/2016	Checking at Chase Web Dow...	3,500.00
1419	11/29/2016	Checking at Chase Web Dow...	3,060.00
1421	11/30/2016	Checking at Chase Web Dow...	2,075.00
1425	12/11/2016	Checking at Chase Web Dow...	4,080.00
1424	12/12/2016	Checking at Chase Web Dow...	2,500.00
1427	12/20/2016	Checking at Chase Web Dow...	6,000.00
1429	12/22/2016	Checking at Chase Web Dow...	6,000.00
1432	12/27/2016	Checking at Chase Web Dow...	3,000.00
1433	01/03/2017	Checking at Chase Web Dow...	0.00
1435	01/03/2017	Checking at Chase Web Dow...	4,140.00
Jan 15, '16 - Jan 15, 17			301,154.00

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Top Floor Designs Corporation
Checks for Quick Carpentry
January 15, 2016 through January 15, 2017

Num	Date	Account	Amount
Jan 15, '16 - Jan 15, 17			
1285	01/25/2016	Checking at Chase Web Dow...	2,500.00
1287	02/08/2016	Checking at Chase Web Dow...	4,000.00
1290	02/17/2016	Checking at Chase Web Dow...	8,250.00
1291	02/20/2016	Checking at Chase Web Dow...	3,000.00
1314	02/29/2016	Checking at Chase Web Dow...	0.00
1292	03/01/2016	Checking at Chase Web Dow...	8,050.00
1293	03/04/2016	Checking at Chase Web Dow...	12,150.00
1296	03/08/2016	Checking at Chase Web Dow...	5,103.00
1297	03/11/2016	Checking at Chase Web Dow...	7,000.00
1300	03/21/2016	Checking at Chase Web Dow...	6,720.00
1302	03/21/2016	Checking at Chase Web Dow...	4,000.00
1303	03/25/2016	Checking at Chase Web Dow...	5,110.00
1306	03/26/2016	Checking at Chase Web Dow...	3,042.50
1305	04/01/2016	Checking at Chase Web Dow...	4,451.00
1308	04/08/2016	Checking at Chase Web Dow...	3,070.00
1309	04/10/2016	Checking at Chase Web Dow...	3,300.00
1311	04/10/2016	Checking at Chase Web Dow...	9,725.00
	04/15/2016	10501 · TD Bank	4,500.00
1317	04/15/2016	Checking at Chase Web Dow...	5,300.00
1316	04/20/2016	Checking at Chase Web Dow...	7,800.00
1319	04/22/2016	Checking at Chase Web Dow...	5,265.00
1320	04/23/2016	Checking at Chase Web Dow...	17,000.00
1321	04/25/2016	Checking at Chase Web Dow...	3,500.00
1359	05/02/2016	Checking at Chase Web Dow...	0.00
1323	05/03/2016	Checking at Chase Web Dow...	8,540.00
1325	05/04/2016	Checking at Chase Web Dow...	4,085.00
1328	05/09/2016	Checking at Chase Web Dow...	10,500.00
1330	05/13/2016	Checking at Chase Web Dow...	6,750.00
1331	05/16/2016	Checking at Chase Web Dow...	3,065.00
1360	05/17/2016	Checking at Chase Web Dow...	0.00
1332	05/17/2016	Checking at Chase Web Dow...	4,300.00
1334	05/19/2016	Checking at Chase Web Dow...	8,680.00
1335	05/23/2016	Checking at Chase Web Dow...	5,110.00
1336	05/29/2016	Checking at Chase Web Dow...	12,200.00
1338	06/03/2016	Checking at Chase Web Dow...	4,100.00
1343	06/12/2016	Checking at Chase Web Dow...	9,800.00
1344	06/12/2016	Checking at Chase Web Dow...	2,000.00
1352	06/18/2016	Checking at Chase Web Dow...	15,500.00
1312	06/22/2016	Checking at Chase Web Dow...	3,070.00
1353	07/04/2016	Checking at Chase Web Dow...	3,100.00
1355	07/08/2016	Checking at Chase Web Dow...	15,500.00
Jan 15, '16 - Jan 15, 17			249,136.50

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Accrual Basis

Top Floor Designs Corporation
Income by Customer Summary
 January 15, 2016 through January 15, 2017

	Jan 15, '16 - Jan 15, 17
A & E Surfaces Co.	
135 W 52St NYC	85,743.90
19 W 20Th St NYC	1,110.00
2280 Frederick Douglas Apt 10F NYC	828.00
282 South 5Th Ave Brooklyn	200.00
2950 Park Ave Bronx, NY	2,818.75
300 High Point Dr White Plains NY	850.00
371 Broadway NYC	37,240.60
42-15 Crecent St Long Island City	1,400.00
4214 Crescent St Long Island City	24,850.00
53 Crosby St NY	1,404.00
57 Irving Place NYC	2,950.00
78 Irving Place NYC	8,400.00
970 Fox St Bronx, NY	2,640.00
A & E Surfaces Co. - Other	6,923.40
Total A & E Surfaces Co.	177,358.65
Alex Khaykin	3,500.00
Ameen Builders	
22 sweetgum LN Miller Plac	4,835.84
Total Ameen Builders	4,835.84
Atlantic State Development	
10 E 13Th St Apt 3A	1,071.00
105 5th Ave Apt 7A	4,900.00
119 E 83rd St Apt 5A NYC	819.00
127 4Th Ave Apt 3H	1,118.50
127 4th Ave Apt 2F	1,041.00
127 4Th Ave Apt 2G	1,008.00
127 4Th Ave Apt 3E	1,008.00
127 4th Ave Apt 4D	1,102.50
127 4th Ave Apt 5C	1,142.00
127 4Th Ave Apt 6A	630.00
127 4Th Ave Apt 6F	1,381.00
127 4Th Ave Apt PHH NYC	1,603.50
1435 York Ave Apt 4B NYC	882.00
1435 York Ave Apt 4D NYC	861.00
1435 York Ave Apt 6D	871.50
1435 York Ave Apt 7C NYC	1,072.50
1556 York Ave Apt 2B	808.50
1560 York Ave Apt 5A	1,721.50
255 W 145ST Apt 5G	2,236.50
255 W 14Th St Apt 3C	630.00
255 W 14Th St Apt 4J	966.00
255 W 14Th St Apt 6D	1,368.50
255 W 14Th St Apt 6G	1,253.00
255 W 14Th St Apt 2F	2,248.50
255 W 14th St apt 3F	3,354.75
26 E 13Th St Apt 4A	693.00
26 E 13Th St Apt 4B	693.00
304 E 20Th St APT 7D	1,029.00
304 E 20St Apt # B	3,322.80
304 E 20St Apt LLH	693.00
304 E 20Th St Apt 2G	745.50
304 E 20Th St Apt 7E	714.00
304 E 20Th St Apt PHD	1,368.50
43 W 16St Apt 10H	871.50
43 W 16th St Apt 1D	2,357.50
46 Westchester Ave Pound Ridge NY	7,420.00
55 Westchester Ave Pound Ridge , NY	1,200.00
65 4Th Ave Apt 2D NYC	693.00
65 4Th Ave Apt 4C NYC	1,018.50
65 4th Ave Apt 5C NYC	1,018.50
65 4Th Ave Apt 7D NYC	1,433.50
65 4Th Ave Apt 7E NYC	903.00

Top Floor Designs Corporation
Income by Customer Summary
January 15, 2016 through January 15, 2017

	Jan 15, '16 - Jan 15, 17
65 4Th Ave Apt 2C NYC	693.00
65 4th Ave Apt 4E NYC	882.00
65 4th Ave Apt 4F NYC	808.50
Total Atlantic State Development	63,656.55
Britannica Floor Covering	
100 W Broadway Long Beach CA	43,963.75
1055 Lexington Ave NYC	750.00
107 E 88Th St Apt 2C NYC	712.50
1161 Mission St San Francisco	21,875.00
119 E 69St Apt 7D NYC	1,695.00
12 W 21St St NYC	3,800.00
1240 Rosecrans Ave Manhattan Beach, CA	82,650.00
145 W 55Th St Apt 2G	885.00
151 Mott St Apt 27 NYC	326.25
157 E 57St Apt 16C NYC	2,762.50
165 E 87St Apt 1RW NYC	630.00
165 E 87th St Apt 1 RW	300.00
20 Beekman Apt 5AG	2,860.00
219 E 69Th St Apt 5F NYC	1,380.00
219 E 69Th St Apt 2H NYC	2,130.00
219 E 69Th St Apt 3H NYC	1,230.00
219 E 69Th St Apt 3L NYC	1,230.00
26 Broadway Brooklyn	4,150.00
31St St James Ave Boston, MA	154,000.00
330 Columbus Ave NYC	4,027.50
40 Gerald St Apt 2C Huntington NY	400.00
40 Gerald St Apt J Huntington NY	400.00
400 E 89St Apt 4H NYC	1,870.00
401 E 88St Apt 15D NYC	1,550.00
405 E 56th St Apt 12H NYC	300.00
4212 28Th St Long Island City NY	71,490.00
434 Broadway NYC	8,700.00
44 Purves St Long Island NY	2,150.00
520 Broadway, Santa Monica CA	13,160.00
568 Union Ave- Apt 3Q BKLYN	500.00
568 Union Ave Apt 4Q Bklyn	500.00
594 3rd Ave Apt #4	1,120.00
594 3rd Ave Apt #4 NYC	1,135.00
600 B st San Diego CA	88,550.00
623 Livonia Ave. Brooklyn	30,825.00
664 9Th Ave Apt 4S NYC	1,125.00
700 SW 5Th Ave Portland, OR	50,050.00
75 E. Santa Clara St San Jose, CA	86,588.00
997 Market St San Francisco	14,763.00
Saltaire Yacht Club Fire Island NY	8,937.42
Westfield Garden State Plaza, Paramus NJ	2,575.00
Britannica Floor Covering - Other	16,051.00
Total Britannica Floor Covering	734,096.92
City Line	4,400.00
G & G Interior Design inc	
155 W 19St	5,040.00
Total G & G Interior Design inc	5,040.00
Gold Contractor	
1514 W 8th St Apt D6 Brooklyn NY	750.00
177 E 29th St Brooklyn	1,900.00
Total Gold Contractor	2,650.00

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Accrual Basis

Top Floor Designs Corporation
Income by Customer Summary
January 15, 2016 through January 15, 2017

	<u>Jan 15, '16 - Jan 15, 17</u>
Heritage Construction	
415 2nd St. Beach Heaven, NJ	800.00
Total Heritage Construction	800.00
JSM Construction Development LLC	
Walnut Street Baptist Church	10,300.00
Total JSM Construction Development LLC	10,300.00
Knickerbocker LLC	3,000.00
Marina Letsios	
164-18 Cryders Ln	4,731.25
Total Marina Letsios	4,731.25
Norma Shield	
325 Princeton Ave Rahway NJ	4,462.50
Total Norma Shield	4,462.50
NY Flooring Inc	
1155 Madison Ave NYC	537.50
200 E 62nd St Apt 10A	2,222.50
200 E 62nd St Apt 10B	2,299.50
250 1St Ave Apt OM-H	1,000.00
53 Ave B Port Washington	1,895.00
937 Madison Ave NYC	7,150.00
Total NY Flooring Inc	15,104.50
Raphael Gadolian	
7525 168St	6,865.00
904 Morris Ave Bronx, NY	1,757.50
Total Raphael Gadolian	8,622.50
Rode Brothers	
15 Commonwealth Ave Boston MA	10,919.49
236 W 26St Apt 8S NYC	2,800.00
3400 Wayne Apt F51 Bronx	2,320.00
54 Greencroft DR Champaign IL	3,320.00
612 Addison St Philadelphia, PA	3,840.00
655 W 34Th St NYC	480.00
995 5Th Ave. Apt 4S NYC	19,498.76
Goop Columbia Circle NYC	1,550.00
Total Rode Brothers	44,728.25
TOTAL	<u>1,087,286.96</u>