



ROOFING CONTRACTORS QUESTIONNAIRE

ALL QUESTIONS MUST BE ANSWERED

1. Applicant Name: _____ Website Address: _____
Address: _____

Years in business under the applicant name:

Are you an NRCA (National Roofing Contractors Association) member? Yes No

Percentage of Roofing Operations receipts to total Receipts % %

2. Contractor's license number: _____
States in which you do business: _____

Have you ever worked in, or do you anticipate working in New York State? Yes No

Have you ever worked in, or do you anticipate working in any of the 5 boroughs of New York City? Yes No

Have you ever worked in, or do you anticipate working in Colorado? Yes No

3. List all other business names & licenses applicant has used in the past 10 years:

Describe the operations:

4. Does applicant currently own or operate any other business? Yes No

If yes, please provide the name of the business and percentage of ownership:

Describe the operations:

5. Percentage of current operations: General Contractor % Subcontractor % Construction Mgr: %

6. Exposure Data	Gross Receipts	Payroll	Sub Contract Costs
Projections for the upcoming year			
Estimate for the year just completed			
Actual for the first prior year			
Actual for the second prior year			
Actual for the third prior year			

7. Roofing Operations

Building Type	Percentage of Work
Residential	%
Commercial	%
Industrial	%
Other	%

Slope	Percentage of Work
Pitched	%
Low Slope	%
Flat	%
Other	%

Method	Percentage of Work
Asphalt Shingle	%
Wood/Shake Shingle	%
Slate	%
Tile	%
Metal	%
Polyurethane Foam	%
Hot Tar	%

Method	Percentage of Work
Torch Down	%
Hot Air Welding	%
Modified Bitumen (hot)	%
Modified Bitumen (cold)	%
EPDM (hot)	%
EPDM (cold)	%
Other	%

8. Please list the percentage of your roofing operations work performed in connection with:

New Construction – Residential	%
New Construction Commercial	%

Re-Roofing	%
Roof Repair	%

9. Will your upcoming work involve new construction on condominiums? Yes No
 If yes, what is the percentage of total roofing operations? %
 Will your upcoming work involve repair or remodel work on condominiums? Yes No
 Will your upcoming work involve new construction on tract home developments? Yes No
 If yes please advise the maximum number of homes in the entire tract development?
 Will your upcoming work involve new construction on townhouses? Yes No
 Will your upcoming work involve repair or remodel work on townhouses? Yes No
 Will you do work for a stalled, abandoned or otherwise interrupted construction project? Yes No
 Have you ever worked on the conversion of apartments to condominiums? Yes No

10. Do you perform roof tear off operations? Yes No
 Do you subcontract roof tear off operations to others? Yes No

11. Please describe your weather detection procedures

12. Do you have a procedure for limiting the amount of roof to be opened at a time? Yes No
 Please describe the procedure utilized

Are there circumstances under which will you leave an unattended and “open roof” for a period of more than two hours? Yes No

If yes, please describe the circumstances

Please describe your “open roof” protection procedures

13. Heat Application Work
 Do you perform any Heat Application Roofing operations, including but not limited to Hot Tar, Torch Down, Hot Air Welding or use any equipment that has an open flame or produces heat or sparks? Yes No
 Do you perform any work utilizing the spraying of flammable liquids? Yes No
 Are your employees NRCA Torch Application certified? Yes No

Prior experience with heat application roofing operations

Years

What is the minimum length of time, in hours, that you remain on a heat application job site after the cessation of the application for any reason?

Please describe your Heat Application fire safety inspection procedures

14. Do you use Subcontractors? Yes No
 Percentage of Work subcontracted %
 Does the type of subcontracted work include the following:

Residential Roofing	Yes	No	Framing	Yes	No	Siding	Yes	No
Commercial Roofing	Yes	No	Plumbing	Yes	No	Welding	Yes	No
Torch Down Application	Yes	No	Sheet Metal	Yes	No	Heating/AC	Yes	No
Hot Tar Application	Yes	No	Gutters	Yes	No	Demolition	Yes	No
Window Installation	Yes	No	Debris Removal	Yes	No			

Do you utilize a standard subcontractor indemnification agreement that has been approved by counsel? Yes No
 Do you obtain a standard written agreement from all subcontractors on all jobs? Yes No
 If yes, please attach a copy to this questionnaire.
 Do you collect Certificates of Insurance showing Additional Insured coverage for you from all subcontractors? Yes No
 Do you allow subcontractors to begin work prior to the collection of Certificates of Insurance? Yes No
 Do you have a procedure for reviewing and maintaining Certificates of Insurance? Yes No

15. Describe your three largest project over the past five years

Project Name/Description	Construction/Job Value
1	
2	
3	

16. Equipment Yes No
 Do you use cranes? Yes No
 Is this equipment rented? Yes No
 Is equipment rented with operator? Yes No
 Do you own or use scaffolding? Yes No

17. What is the maximum height at which you work? feet

18. Have there been any claims or suits against you in the past five years? Yes No
 Are there any claims or legal actions pending against any entity named in this application? Yes No
 After inquiry do you have knowledge of any pre-existing act, omission, event, condition or damage to any person or property that might reasonably be expected to give rise to any future claim or legal action against any person or entity identified in this application? Yes No
 Have you been accused of any faulty construction in the past five years? Yes No
 Have you been accused of breach of contract in the past five years? Yes No
 Please explain any yes answers to the questions above:

DEFINITIONS:

GENERAL CONTRACTOR – A contractor, who exercises primary control of the job site, typically subcontracts a significant portion of the work, and/or is named in the construction documents as the general contractor of record.

OPEN ROOF – Any roof or section of roof where the outermost layers of protective covering have been removed leaving exposed the underlying material structure, structure interior or its contents.

TORCH APPLIED ROOFING (MODIFIED BITUMEN) – This process which is also called torch welding, involves a modified bitumen installed on a roofing deck by means of a torch. A membrane is laid on the roof, heated by a torch and allowed to cool so that the material solidifies in place. The asphalt component in the membrane serves as an adhesive between the surface material and roof substrate.

MODIFIED BITUMEN – Also called “modbit” membranes consist of an asphalt and polymer blend which allow the asphalt to take on characteristics of the polymer.

HOT AIR WELDING – Hot Air Welding is a system utilizing a heating source (either electric or propane flame) attached to a hose, which blows hot air onto the membrane.

TRACT HOUSING – Developments where the houses are similar in price, physical characteristics, lot size and square footage; numerous houses of similar or complementary design constructed on a given expense of land, by a single builder.

WARRANTY: The purpose of this Roofing Contractors Questionnaire is to assist in the underwriting process. Information contained herein is specifically relied upon in determination of the applicant's insurability. Material misstatements or errors made on this form may provide a basis for the company's rescission of the policy at any time during the term of the policy, with the return of unearned premium. The undersigned, therefore, warrants that the information contained herein (consisting of 3 pages) is true and accurate to the best of his knowledge, information and belief. The Supplemental Questionnaire shall be the basis of any insurance policy that may be issued.

Signature of Applicant:*

Name & Title:

Date:

*Must be owner, executive officer or partner of the company

ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR ANOTHER 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 THE PERSON TO CRIMINAL AND [NY: SUBSTANTIAL] CIVIL PENALTIES. (Not applicable in CO, DC, FL, HI, KS, MA, MN, NE, OH, OK, OR, VT or WA; in LA, ME, TN and VA, insurance benefits may also be denied)

IN THE DISTRICT OF COLUMBIA, 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.

IN FLORIDA, 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.

IN KANSAS, 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 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.

IN MASSACHUSETTS, NEBRASKA, OREGON AND VERMONT, ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR ANOTHER 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, MAY BE COMMITTING A FRAUDULENT INSURANCE ACT, WHICH MAY BE A CRIME AND MAY SUBJECT THE PERSON TO CRIMINAL AND CIVIL PENALTIES.

IN WASHINGTON, 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.