



Hartford Fire Insurance Company,  
a stock insurance company, herein  
called the Insurer

**THE HARTFORD CRIMESHIELD<sup>SM</sup> ADVANCED POLICY  
BOND SMALL BUSINESS APPLICATION  
FOR CONDOMINIUM, HOMEOWNERS, AND COOPERATIVE ASSOCIATIONS**

**AGENCY NAME:** \_\_\_\_\_ **HARTFORD AGENCY CODE:** \_\_\_\_\_

**A. GENERAL INFORMATION**

- 1) Name of Association: \_\_\_\_\_
- 2) Address:
  - a. Mailing Address: \_\_\_\_\_
  - b. Physical Address: \_\_\_\_\_
- 3) Web-Site: \_\_\_\_\_
- 4) Property Management Company: \_\_\_\_\_  
Is this coverage to include the Property Manager for acts as an Employee?:  Yes  No
- 5) Proposed Effective Date: \_\_\_\_\_  
 Annual  Three-Year Pre-Paid  Other (Specify: \_\_\_\_\_)
- 7) Billing Method  Agency Bill  Agency w/Direct on Renewal  Direct Bill  Direct Bill w/TABS Billing #: \_\_\_\_\_ Other: \_\_\_\_\_

**B. CURRENT COVERAGE**

- 1) Is there currently crime coverage in place?  Yes  No

Provide the following details regarding the Company's Current Crime Insurance Program					
Primary or Excess	Insurer	Policy Period	Limit of Liability	Deductible or Underlying Limit	Premium
			\$	\$	\$

- 2) Has any similar insurance been declined or canceled during the past three years?  Yes  No  
*If Yes, please explain via a separate attachment.*



**C. REQUESTED COVERAGE**

<u>Insuring Agreement</u>	<u>Limit</u>	<u>Deductible</u>	<u>Underlying Limit</u>
<input type="checkbox"/> 1. Employee Theft	\$ _____	\$ _____	\$ _____
<input type="checkbox"/> 2. Employee Theft – Client Premises	\$ _____	\$ _____	\$ _____
<input type="checkbox"/> 3. Computer & Funds Transfer Fraud	\$ _____	\$ _____	\$ _____
<input type="checkbox"/> 4. Inside the Premises <i>(Money, Securities, Other Property)</i>	\$ _____	\$ _____	\$ _____
<input type="checkbox"/> 5. Outside The Premises <i>(Money, Securities, Other Property)</i>	\$ _____	\$ _____	\$ _____
<input type="checkbox"/> 6. Depositors Forgery or Alteration	\$ _____	\$ _____	\$ _____
<input type="checkbox"/> 7. Credit, Debit or Charge Card Forgery	\$ _____	\$ _____	\$ _____
<input type="checkbox"/> 8. Money Orders and Counterfeit Currency	\$ _____	\$ _____	\$ _____
<input type="checkbox"/> 9. Investigative Expenses	\$ _____	\$ _____	\$ _____
<input type="checkbox"/> 10. Computer Systems Restoration Expenses	\$ _____	\$ _____	\$ _____
<input type="checkbox"/> 11. Identity Recovery Expenses Reimbursement	\$ _____	\$ _____	\$ _____

If coverage is to be written as Excess, indicate the following:

- 1) Underlying Company: \_\_\_\_\_
- 2) Underlying Policy Number: \_\_\_\_\_

**D. UNDERWRITING INFORMATION**

**GENERAL:**

- 1) Latest Fiscal Year End Revenues: \$ \_\_\_\_\_
- 2) Latest Fiscal Year End Fund Balance: Reserve: \$ \_\_\_\_\_ Operating: \$ \_\_\_\_\_
- 3) Total Number of Board Members & Officers: \_\_\_\_\_
- 4) Total Number of Association Employees: \_\_\_\_\_
- 5) Are Unit Assessment Payments
  - a. sent to:  Association  Management Company  Bank Lock Box
  - b. made payable to the  Association or  Management Company
- 6) Is an independent Certified Public Accountant involved in the applicant’s financial reporting?  Yes  No



**ASSOCIATION CONTROLS:**

- 1) Is the Association Board responsible for collecting and disbursing funds?  Yes  No  
If no, skip to **PROPERTY MANAGEMENT COMPANY CONTROLS.**
- 2) Are countersignatures required on checks, or is there an acceptable alternative procedure in place so that no one person has control over all check issuance?  Yes  No
- 3) Do Board Members or employees who reconcile monthly bank statements also sign checks?  Yes  No
- 4) Do Board Members or employees who reconcile monthly bank statements also handle bank deposits?  Yes  No
- 5) Is a signature stamp or check signing machine utilized?  Yes  No  
If yes,
  - a. Is it kept in a safe?  N/A  Yes  No
  - b. Is a record kept of its use?  N/A  Yes  No
- 6) Is an authorized vendor list utilized to assist in detecting payments to fictitious suppliers?  Yes  No
- 7) Does the Association maintain separate operating and reserve accounts?  Yes  No

**PROPERTY MANAGEMENT COMPANY CONTROLS:**

- 1) Are countersignatures required on checks, or is there an acceptable alternative procedure in place so that no one person has control over all check issuance?  Yes  No
- 2) Do the Property Management Company employees who reconcile monthly bank statements also sign checks?  Yes  No
- 3) Do the Property Management Company employees who reconcile monthly bank statements also handle bank deposits?  Yes  No
- 4) Is a signature stamp or check signing machine utilized?  Yes  No  
If yes,
  - a. Is it kept in a safe?  N/A  Yes  No
  - b. Is a record kept of its use?  N/A  Yes  No
- 5) Is an authorized vendor list utilized to assist in detecting payments to fictitious suppliers?  Yes  No
- 6) Does the Management Company maintain separate banking accounts for each Association managed?  Yes  No
- 7) Does the Board give prior approval for expenditures in excess of a specified amount?  Yes  No  
Specified amount: \_\_\_\_\_
- 8) How often does the Management Company furnish the Board with an accounting or receipts and expenditures?  
\_\_\_\_\_

**INSURING AGREEMENT 3 ONLY – COMPUTER AND WIRE TRANSFER CONTROLS**

- 1) Are your systems programmed to detect and call to your attention unusual account activity?  Yes  No
- 2) Is the authority to initiate and approve a wire transfer separated amongst different employees?  Yes  No
- 3) Are wire transfers reconciled daily by a person not involved in approving or initiating the wire transfers?  Yes  No



**E. LOSS EXPERIENCE**

List all fidelity and crime losses discovered or sustained in the last three years. Check here if none: <input type="checkbox"/>		
DATE OF LOSS	TYPE OF LOSS (Employee Dishonesty, Forgery, etc.)	AMOUNT OF LOSS
Please attach details of all losses including description, corrective action taken and amount covered by insurance.		

**Insurance Fraud Warning**

Any person who knowingly and with intent to defraud any insurance company or other person, files an application for insurance, or a statement of claim containing any false information, or conceals for the purpose of misleading information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime in certain jurisdictions.

**State-Specific Warnings**

**ALABAMA:** ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR WHO KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO RESTITUTION FINES OR CONFINEMENT IN PRISON, OR ANY COMBINATION THEREOF.

**ARKANSAS APPLICANTS:** 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.

**COLORADO APPLICANTS:** 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, AND CIVIL DAMAGES. ANY INSURANCE COMPANY OR AGENT OF AN INSURANCE COMPANY WHO KNOWINGLY PROVIDES FALSE, INCOMPLETE, OR MISLEADING FACTS OR INFORMATION TO A POLICY HOLDER OR CLAIMANT FOR THE PURPOSE OF DEFRAUDING OR ATTEMPTING TO DEFRAUD THE POLICY HOLDER 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.

**DISTRICT OF COLUMBIA APPLICANTS:** 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 APPLICANTS:** 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.

**HAWAII APPLICANTS:** FOR YOUR PROTECTION, HAWAII LAW REQUIRES YOU TO BE INFORMED THAT PRESENTING A FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT IS A CRIME PUNISHABLE BY FINES OR IMPRISONMENT, OR BOTH.

**KANSAS APPLICANTS:** A " FRAUDULENT INSURANCE ACT " MEANS AN ACT COMMITTED BY 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.

**KENTUCKY APPLICANTS:** 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.

**LOUISIANA APPLICANTS:** 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.

**MAINE APPLICANTS:** 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 A DENIAL OF INSURANCE BENEFITS.

**MARYLAND APPLICANTS:** 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.

**NEW JERSEY APPLICANTS:** ANY PERSON WHO INCLUDES ANY FALSE OR MISLEADING INFORMATION ON AN APPLICATION FOR AN INSURANCE POLICY IS SUBJECT TO CRIMINAL AND CIVIL PENALTIES.

**NEW MEXICO APPLICANTS:** 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 CIVIL FINES AND CRIMINAL PENALTIES.

**OHIO APPLICANTS:** ANY PERSON WHO, WITH 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 APPLICANTS:** ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD OR SOLICIT ANOTHER TO DEFRAUD AN INSURER: (1) BY SUBMITTING AN APPLICATION OR; (2) FILING A CLAIM CONTAINING A FALSE STATEMENT AS TO ANY MATERIAL FACT MAY BE VIOLATING STATE LAW.

**PENNSYLVANIA APPLICANTS:** 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.

**PUERTO RICO APPLICANTS:** ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD AN INSURANCE COMPANY PRESENTS FALSE INFORMATION IN AN INSURANCE APPLICATION, OR PRESENTS, HELPS, OR CAUSES THE PRESENTATION OF A FRAUDULENT CLAIM FOR THE PAYMENT OF A LOSS OR ANY OTHER BENEFIT, OR PRESENTS MORE THAN ONE CLAIM FOR THE SAME DAMAGE OR LOSS, SHALL INCUR A FELONY AND, UPON CONVICTION, SHALL BE SANCTIONED FOR EACH VIOLATION WITH THE PENALTY OF A FINE OF NOT LESS THAN FIVE THOUSAND (5,000) DOLLARS AND NOT MORE THAN TEN THOUSAND (10,000) DOLLARS, OR A FIXED TERM OF IMPRISONMENT FOR THREE (3) YEARS, OR BOTH PENALTIES. IF AGGRAVATED CIRCUMSTANCES PREVAIL, THE FIXED ESTABLISHED IMPRISONMENT MAY BE INCREASED TO A MAXIMUM OF FIVE (5) YEARS; IF EXTENUATING CIRCUMSTANCES PREVAIL, IT MAY BE REDUCED TO A MINIMUM OF TWO (2) YEARS.



**RHODE ISLAND APPLICANTS: "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."**

**TENNESSEE: 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 APPLICANTS: 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.**

**VIRGINIA APPLICANTS: 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.**

**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."**

**WEST VIRGINIA: 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.**

**NEW YORK APPLICANTS: 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 MATERIAL FACT THERETO COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME, AND SHALL BE ALSO SUBJECT TO A CIVIL PENALTY NOT TO EXCEED FIVE THOUSAND DOLLARS AND THE STATED VALUE OF THE CLAIM FOR EACH SUCH VIOLATION.**

The Insured represents that the information furnished in this application is complete, true and correct. Any intentional misrepresentation, omission, concealment or incorrect statement of a material fact, in this application or otherwise, shall be grounds for the rescission of any bond issued in reliance upon such information.

**\*APPLIES TO GEORGIA, VIRGINIA APPLICANTS ONLY:** The Insured represents that the information furnished in this application is complete, true and correct. It is further agreed that if the above described declarations and statements are not true, accurate and complete, and are deemed material to the issuance of this Policy, any claim arising from any matter not truthfully, accurately or completely disclosed, or disclosed at all, shall be excluded from coverage.

**THE SIGNING OF THIS APPLICATION DOES NOT BIND THE COMPANY TO OFFER, NOR THE APPLICANT TO PURCHASE, THE INSURANCE. IT IS AGREED THAT THIS APPLICATION, INCLUDING ANY MATERIAL SUBMITTED THEREWITH, SHALL BE THE BASIS OF THE INSURANCE. THE COMPANY WILL HAVE RELIED UPON THIS APPLICATION, INCLUDING ANY MATERIAL SUBMITTED IN CONNECTION WITH THE APPLICATION PROCESS, IN ISSUING THE POLICY.**

**ELECTRONICALLY REPRODUCED SIGNATURES WILL BE TREATED AS ORIGINAL.**

Application completed by: \_\_\_\_\_

(Name and Title)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Producer (Florida, Iowa Only):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Producer No. (Florida Only):** \_\_\_\_\_

**Producer Signature (New Hampshire only):** \_\_\_\_\_