



Tapco

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GoTAPCO.com

ROOFERS QUESTIONNAIRE

COMPLETE IN ADDITION
TO G.L. APPLICATION

ACCT ID: _____

APPLICANT

Insured Name (as it should appear on the policy):

(Please include any *Doing Business As, Trading As, Care of, Trustee, Executor, or Estate of* names.)

Mailing Address _____

Location _____

Web Address _____

AGENCY

Agency Name _____

Agent _____

Address _____

E-mail _____

Phone _____

Proposed Effective Date: From _____ To _____

1. What percentage of your work is:
- Residential Homes _____%
 - Condos/Townhomes _____%
 - Apartments _____%
 - Commercial _____% (*office bldgs, schools, retail establishments, etc.*)
 - Industrial _____% (*plants, warehouses, airports, refineries, etc.*)
- TOTAL 100 %**

2.

Type of Roofing Operation	Residential	Commercial	Industrial	% of Total Operations
What % of work is New Construction?				
What % of work is Repair/Patching?				
What % of work is Replacement?				
TOTAL	100%	100%	100%	100%

What % of work is on Pitched Roofs?				
What % of work is on Flat Roofs?				
TOTAL	100%	100%	100%	100%

Indicate type of work performed and % of operation within Type of Roofing Operation

Residential

Commercial

Industrial

% of Total Operations

Type of Roofing Operation	Residential	Commercial	Industrial	% of Total Operations
Shingles/Shakes	Asphalt			
	Fiberglass			
	Wood			
	Concrete			
	Slate			
Metal				
Single Ply				
Tile				
Polyurethane Foam:	Sheet Form			
	Sprayed			
Hot Tar and/or Asphalt/Built Up				
Rubber/Elastomerics				
Other (describe)				

TOTAL

100%

100%

100%

100%

3. Check work done other than roofing: Waterproofing Siding Asbestos Removal Rain gutters
 Carpentry Insulation Other (describe) _____

4. If hot tar, torch or other "hot process" is used, explain in detail the process and what safety precautions are used:

5. Do you subcontract any work? Yes No

If yes, what percentage do you subcontract? _____%

6. Check the type of work subcontracted out: Waterproofing Siding Hot Tar Rain gutters

Carpentry Insulation Other (describe) _____

7. What is the annual cost of the work subcontracted out? \$_____ yearly

8. Are Certificates of Insurance (of equal limits) received on all subcontracted work? Yes No

Is a signed contract used with all subcontractors? Yes No

Do you include a hold harmless agreement in your contract? Yes No

9. How long are Certificates of Insurance kept? Until job ends One year Two years Three years

More than three years Never kept

10. Do you utilize "day laborers"? Yes No

If yes, how many within a year? _____

GENERAL INFORMATION

11. List any roofing/builder associations in which you are a member: _____

12. Number of Active Owners: _____ Employee Payroll: _____
Number of Employees: _____ Projected Gross Receipts: _____

Receipts, payroll and number of employees for previous three years:

Year	Receipts	Payroll	No. of Full-time Employees	No. of Part-time Employees
	\$	\$		
	\$	\$		
	\$	\$		

13. Do you offer warranties? [] Yes [] No

If yes, attach copies of warranties.

14. What is the average height of buildings you work on? _____ stories

15. What is the tallest building you will work on? _____ stories

16. Where do you dispose of trash/waste/scraps? _____

17. Is this disposal process environmentally safe? [] Yes [] No

18. Have you ever used, sold, installed or worked with asbestos? [] Yes [] No

If yes, explain _____

19. Any LPG storage? [] Yes [] No If yes, how much? _____

How is it stored? _____

What are the safety precautions? _____

20. List five (5) largest jobs and types in the last three (3) years:

1. _____

2. _____

3. _____

4. _____

5. _____

21. Years of experience? _____

MATERIALS AND EQUIPMENT

22. List the type of owned equipment used on the job: _____

23. List any equipment rented and check the frequency of such rental:

Type of Equipment	How often do you rent this equipment?			
	Daily	Weekly	Monthly	Yearly

24. Do you have a written safety program: Yes No

25. How do you protect the general public from potential injury? Check one or more:

- Rope off work area Signs Cones Flashing lights Man always on the grounds
 No protection necessary Other (describe) _____

26. How are materials lifted to the roof: Ladder Hoist Pulley Crane

Other (describe) _____

27. Are materials and equipment left overnight at job site? Yes No

28. In what manner are openings in roof protected overnight: Tarp Waterproof plywood

Never leave openings Other (describe) _____

29. What on-the-job precautions do you take when rained on? Leave job immediately Seal openings

Keep on working Never start job Remarks (be specific) _____

30. Are all jobs inspected by a foreman or the contractor at completion before leaving the job site? Yes No

Applicant's Name (Please Print) _____ Date _____

Applicant's Signature _____

Applicant's Title (must be signed by an owner, partner or executive officer) _____

Producer's Signature _____ Date _____

Name and Phone Number of individual to contact for Inspection/Audit _____

IMPORTANT NOTICE

As part of our underwriting procedure, a routine inquiry may be made to obtain applicable information concerning character, general reputation, personal characteristics and mode of living. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided.