



Coverys Specialty Insurance Company

SUPPLEMENTAL APPLICATION – INTERIOR DESIGN

- Name of applicant or insured: _____
- Please provide areas of practice by percentage of revenue, total must equal 100%:

AREA OF PRACTICE	PERCENTAGE OF REVENUES
Residential	%
Commercial	%
Restaurants	%
Hotels	%
Other (describe): _____ _____	%
	100%

- Total number of jobs performed in last 12 months: _____
 - Average job budget: \$ _____
 - Highest job budget: \$ _____
- Does the applicant provide any of the following services or subcontract any of the following services?
 - Engineering Yes No
 - Architectural services Yes No
 - Building contractor/build-out services Yes No
- If subcontractors are hired, does the applicant require them to show proof of professional liability insurance before work begins? Yes No
- Does the applicant, in any manner, advise, recommend, direct, organize, manage, execute or make structural/construction/ architectural design changes to any real property, directly or indirectly? Yes No
 If "Yes," please explain: _____

- Does, or will, any one client represent more than 25% of the applicant's revenues? Yes No
 If "Yes" please explain: _____

- When required, does the applicant have procedures in place to be in compliance with the Americans with Disabilities Act (ADA) of 1990? Yes No



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- 9. Do clients sign a disclaimer form, letter of agreement, engagement letter or other form of written agreement before any work begins? Yes No
- 10. Does the applicant provide regular written progress reports that require the client's approval? Yes No
- 11. Are **all** project alterations or changes approved by the client in writing? Yes No
- 12. Are all oral communications and commitments (such as changes in instructions and decisions) approved in writing by the client? Yes No
- 13. What associations does the applicant belong to (check all that apply)?
 - American Association of Interior Designers
 - Interior Design Society
 - Interior Decorators & Designers Association
 - Interior Design Education Foundation
 - International Federation of Interior Architects & Interior Designers
 - Other(s): _____
- 14. What percentage of the applicant's interior designers have taken and passed the National Council of Interior Design Qualification (NCIDQ) examination? _____%

SIGNATURE IN FULL: _____ DATE: _____

PRINTNAME: _____

ALL QUESTIONS MUST BE ANSWERED AND THE APPLICATION MUST BE SIGNED AND DATED

Agency Name and Address: _____

Person Submitting Application: _____

Telephone Number: _____ Email: _____