



P.O. Box 650 • 57 Parker Rd. • Barre, VT 05641 • 800-548-4301 • www.neee.com

CLAIMS ADJUSTERS ERRORS & OMISSIONS APPLICATION

APPLICANT'S INFORMATION

1. Legal name of the business who is the primary applicant and will be the first named insured listed on the policy: _____
 2. Please list all other business/dba names for which you are seeking coverage under this policy: _____
 3. Corporation Individual Partnership Municipality For Profit Joint Venture
 Other: _____
 4. Please list any names of other entities that you own or manage or that you do business under (such entities are not requesting coverage under this policy): _____
 5. Primary location address: _____
 6. County of primary location: _____ Date business originally established: _____
 7. Total number of branches? _____ List all addresses for additional branches: _____
 8. What is your web-site address? www. _____
 9. What is your phone number? _____
 10. Has the name or ownership of the entity changed or has any other business been purchased, merged or consolidated with the entity within the last 5 years? Yes No
 11. Does any entity own or control your business or does your business own or control any entity? Yes No
 12. During the past five years, has your name been changed or has any other business purchased, merged or consolidated with you? Yes No
- For questions 9-11, please fully explain any "yes" response, including the names, dates, and revenue impact involved:

13. Please list any professional organizations, associations or societies of which you are a member: _____
 14. Has the name or ownership of the firm changed or has any other business been purchased, merged or consolidated with the firm within the last 5 years? Yes No
 15. Is the firm owned or controlled by any other firm or individual? Yes No
 16. Does the firm, or any owner or officer of the firm own, engage in, operate, manage or act as a director or officer of any other business? Yes No
 17. Has any license held by the firm or any individual ever been suspended or revoked? Yes No

For each "Yes" response to any of the above questions, please submit a signed/dated narrative explanation with this application.

GENERAL INFORMATION

1. A. Total Gross Fees: Last Year \$ _____ This Year (estimated) \$ _____
B. Total Payroll: Last Year \$ _____ This Year (estimated) \$ _____
C. For the past 12 months, or for the next 12 months, do any of your clients account for 25% or more of your gross revenue? Yes No

If "Yes", provide the percentage of billings associated with this client and describe the nature of the work performed for each client. _____ % Work Performed _____

2. Please complete the following sections showing the approximate percentages of your total operations involving:
- a. _____ % Insurance Company Adjusting _____ % of work due to catastrophe
 - b. _____ % Self-Insured Adjusting _____ % of work due to catastrophe
 - c. _____ % Public Adjusting _____ % of work due to catastrophe
 - d. _____ % Other (Please explain): _____ % of work due to catastrophe
- 100 % Total

3. Indicate the approximate percentages of your total revenue derived from adjusting the following lines of insurance:
- a. _____ % Auto Physical Damage _____ % of work due to catastrophe
 - b. _____ % Auto Liability _____ % of work due to catastrophe
 - c. _____ % Aviation Liability _____ % of work due to catastrophe
 - d. _____ % Life Insurance _____ % of work due to catastrophe
 - e. _____ % Premises/slip & fall, etc. _____ % of work due to catastrophe
 - f. _____ % Products Liability _____ % of work due to catastrophe
 - g. _____ % Professional Liability _____ % of work due to catastrophe
 - h. _____ % Property (Fire and Allied Lines) _____ % of work due to catastrophe
 - i. _____ % Workers' Compensation _____ % of work due to catastrophe
 - j. _____ % Other: (describe) _____
- Total: 100 %**

4. What percentage of your adjusting services involves Personal Lines business? _____ %

5. What percentage of your adjusting services involves Commercial Lines business? _____ %

6. What percentage of applicant's business involves subcontracting work to others? _____ %
 Cost of subcontracted work _____ What operations are subcontracted? _____

Are sub-contractors required to carry their own E&O insurance? Yes No

If "Yes," what minimum limits are required of sub-contractors? _____

7. Please list all owner(s), partners, officers, and employees engaged in professional services. Include part-time employees and all professional staff members. See the end of the application for additional blank space, if needed.

Name	Title	Years of claims examining experience

8. Education, Training, Management:
- A. Please attach a resume for each owner, partner, principal and professional/technical employee. Yes No
 - B. Do all employees (including management) attend at least one educational seminar annually? Yes No
 - C. Is educational material presented to, and reviewed with all employees at least semi-annually? Yes No
 - D. Is management active in daily operations? Yes No
 - E. Are staff meetings held at least bi-weekly? Yes No
 - F. Are codes and standards given to each claim adjuster? Yes No
 - G. Are printed standards of practice and code of ethics adhered to, and copies provided to all clients? Yes No
 - H. How does applicant monitor CE credits for its claims adjusters? _____

I. How often are claims standards reviewed and modified and by whom? _____

J. Are updates also distributed to claims adjusters? Yes No

Please enclose any disclaimers and/or descriptive brochures which are provided to existing or prospective clients.

9. Do you have authority to settle claims on behalf of your client/carrier? Yes No
If "Yes," what is your authority limit? \$ _____

10. A. Do you have authority to deny liability for claims on behalf of your client/carrier? Yes No
B. Do you have authority to deny coverage to a policyholder on behalf of your client/carrier? Yes No
C. Do you have authority to handle litigation on behalf of your client/carrier? Yes No

If "Yes" to A, B or C, please outline the level of such authority for each. _____

11. A. For claims handled, what is the average paid claim value during the past 12 months? \$ _____
B. Largest paid claim value during the past 12 months? \$ _____
C. What is your current average open reserve? \$ _____
D. What is your current largest open reserve? \$ _____

12. If you offer any services other than claims adjusting, please provide a narrative description:

13. Please indicate for each category where you have controls in place to guard against:
 Overpayments Underpayments Late Payments Payments from incorrect plan
 Payments to ineligible Unfair/unjust enrichment Improper refusal of benefits
 Failure to follow payment guidelines or procedures Fraudulent claims

Please describe all controls in place to handle suspicious or fraudulent claims. _____

14. A. Describe all steps to keep client information confidential: _____

B. Describe the controls in place to decide who will have access to claim file information including medical and social security information: _____

15. Are all transactions between the adjuster, the insurance company, the insured claimants and others carefully documented? Yes No

If "No," please explain why not: _____

16. What is the average length of time a typical claim file remains open? _____

17. What is the average number of pending claims per adjuster per week? _____

18. Does the applicant utilize Structured Settlement Plans? Yes No

If "Yes," what percentage of settlements are Structured Settlement Plans? _____ %

19. List all states where you adjusted claims during the past 12 months: _____

20. List any additional states where you will be adjusting claims during the next 12 months: _____

21. A. Describe how State Department of Insurance complaints are handled. _____

B. How many complaints have you had in the past 12 months and how were they resolved? _____

22. Please describe your billing arrangements (i.e., hourly fee, task billing, other special arrangements). _____

23. Are licensing requirements met in all states where the applicant firm adjusts claims? Yes No

If "No," please explain: _____

24. Within the past five years, has the firm performed any professional services for any client in which any, shareholder, officer or employee of the firm had any ownership interest, or which he/she controlled, operated or managed to any extent?

Client Name	Type of Business	Ownership %	Capacity	Dates of work	% of annual revenue

25. Do all of your insurance company clients contractually agree to provide you with legal representation if you are named as a defendant in a bad faith or negligence claim associated with one of their policies/claims? Yes No

If "No", please provide the name of each insurance company that does not agree to provide legal representation and the associated percentage of your gross revenue generated by this company.

Name of Company	Percentage of Revenue	Past 12 Months	Next 12 Months

26. Provide your firm's recent insurance history below:

	Insurance Company	Limits Per Claim/Aggregate	Policy Period (Month/Day/Year)	Annual Premium
Current Year				
Previous Year 1				
Previous Year 2				
Previous Year 3				
Previous Year 4				

27. If you are currently insured for professional liability coverage, what is your policy's retroactive date? (month/date/year)?
____/____/____ If there is no retroactive date, please check here.

If requesting prior acts coverage you will be asked upon binding coverage to provide a copy of your current insurance declaration page documenting the expiring retroactive date and limits. Prior acts coverage may not be available if the date of your current retroactive coverage is different from what we have quoted or if there is any gap between effective dates.

28. Are you being canceled or non-renewed by your current professional liability carrier? Yes No
If Yes, please explain why: _____

29. Requested Limits: \$100,000/\$300,000 \$500,000/\$500,000 \$300,000/\$600,000
\$1,000,000/\$1,000,000 Other \$ _____ /\$ _____

Requested Deductible (Per Claim): \$2,500 \$5,000 \$10,000 Other _____

30. After inquiry with each person as appropriate, in the last five (5) years, has any professional liability claim or suit ever been made against the Firm or any predecessor firm or any current or former member of the Firm or predecessor firm? Yes No

If "Yes," how many? _____ Please complete a separate Supplemental Claim Form for each claim or suit and include a currently valued loss run for each claim.

31. After inquiry with each person as appropriate, do you, or any of your partners, officers, directors, or employees know of any circumstances, acts, errors, omissions, or any allegations or contentions of any incident that could result in a claim? Yes No

If "Yes," how many? _____ If "Yes," please complete a separate Supplemental Claim Form for each potential claim and provide as much details as possible.

32. After inquiry with each person as appropriate, has an attorney for who coverage is sought ever been refused admission to practice, been disbarred, suspended, reprimanded, sanctioned, or held in contempt by any court, administrative agency or regulatory body or been subject of a disciplinary complaint made to any of the aforementioned entities? Yes No

If "Yes," please provide a copy of the Bar complaint, your response, and a copy of their decision.

33. Within the past five years, has the firm or any partner, officer, principal or employee had any application for professional liability insurance denied, or policy cancelled or non-renewed? Yes No

If "Yes", please provide explanation: _____

34. Has the firm or any past or present owner, partner, shareholder, principal, officer, director or employee ever been subject to disciplinary action by a state licensing agency, regulatory authority, professional association or other regulatory body as a result of professional activities? Yes No

If "Yes," please provide explanation: _____

35. Have any claims (including lawsuits) been made against the firm, its predecessors, or past or present owners, directors, officers, employees or other individuals during the past five years? Yes No

If "Yes," please complete a separate Supplemental Claim Form for each claim or suit.

36. Is the firm aware of any circumstances or any allegations of contentions, which may result in a claim (including lawsuits) being made against the firm, its predecessors, or past or present owners, directors, officers or other individuals? Yes No

If "Yes", please complete a separate Supplemental Claim Form for each incident.

31. Membership(s) in Professional Organizations, Associations and Societies: Yes No
 Name(s) of organization: _____

32. Has any person or organization requested to be added to your policy as an additional insured? Yes No

If "Yes":

Person/Organization _____ Interest/Reason _____
 Address: _____

33. E & O coverage provided to the firm for the past five years:

From/To	Carrier	Limit	Deductible	Premiums	Retroactive Date

34. **Coverage Requested:**

Requested Effective Date _____ Requested Retroactive Date _____
(If prior acts coverage is desired, a copy of current policy declarations must be attached.)

Limits of Liability: \$100,000/\$100,000 \$300,000/\$300,000 \$500,000/\$500,000 \$1,000,000/\$1,000,000
 Other _____
 Deductible: \$1,000 \$2,500 \$5,000 \$10,000

35. **Supplemental Information** (Use this area to provide additional information)

Question #	Additional Information

FRAUD WARNING

NOTICE TO ALABAMA, ALASKA, ARIZONA, ARKANSAS, CALIFORNIA, CONNECTICUT, DELAWARE, GEORGIA, IDAHO, ILLINOIS, INDIANA, IOWA, KANSAS, MARYLAND, MASSACHUSETTS, MICHIGAN, MINNESOTA, MISSISSIPPI, MISSOURI, MONTANA, NEBRASKA, NEVADA, NEW HAMPSHIRE, NORTH CAROLINA, NORTH DAKOTA, OREGON, RHODE ISLAND, SOUTH CAROLINA, SOUTH DAKOTA, TEXAS, UTAH, VERMONT, WASHINGTON, WEST VIRGINIA, WISCONSIN, AND WYOMING APPLICANTS: In some states, 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, for the purpose of misleading, conceals information concerning any fact material thereto, may commit a fraudulent insurance act which is a crime in many states.

NOTICE TO 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 policyholder or claiming with regard to a settlement or award payable for insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

NOTICE TO DISTRICT OF COLUMBIA APPLICANTS: 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.

NOTICE TO FLORIDA APPLICANTS: Any person who knowingly and with intent to injure, defraud or deceive any insurance company files a statement of claim containing any false, incomplete or misleading information is guilty of a felony of the third degree.

NOTICE TO 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.

NOTICE TO 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.

NOTICE TO 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.

NOTICE TO 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 denial of insurance benefits.

NOTICE TO 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.

NOTICE TO 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.

NOTICE TO NEW YORK APPLICANTS: Any person who knowingly and with intent to defraud an 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 shall also be subject to a civil penalty not to exceed \$5,000 and the stated value of the claim for each such violation.

NOTICE TO OHIO APPLICANTS: Any person who, with intent to defraud or knowing that he/she 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.

NOTICE TO OKLAHOMA APPLICANTS: WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes a any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

NOTICE TO 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 a 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 civil penalties.

NOTICE TO TENNESSEE 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.

NOTICE TO 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.

The Applicant acknowledges that the answers provided herein are based on a reasonable inquiry and/or investigation. The Applicant warrants that the above statements and particulars together with any attached or appended documents are true and complete and do not misrepresent, misstate or omit any material facts.

The Applicant agrees to notify us of any material changes in the answers to the questions on this questionnaire which may arise prior to the effective date of any policy issued pursuant to this questionnaire and the Applicant understands that any outstanding quotations may be modified or withdrawn based upon such changes at our sole discretion.

Completion of this form does not bind coverage. Applicant's acceptance of the company's quotation is required prior to binding coverage and policy issuance.

All written statements and materials furnished to the company in conjunction with this application are hereby incorporated by reference into this application and made a part of this application.

Applicant: _____ Title: _____
(Must be signed by a Principal, Partner, or Officer of the Firm)

Applicant's Signature: _____ Date: _____

Agent/Broker Name: _____