



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

## SOLAR ENERGY CONTRACTOR SUPPLEMENTAL APPLICATION

COMPLETE IN ADDITION TO ACORD APPLICATIONS.

ATTACH ADDITIONAL SHEETS AS NECESSARY.

ANSWER ALL QUESTIONS. If not applicable, indicate N/A.

### GENERAL INFORMATION

1)

Named Insured:		
Brokerage/Broker:		Broker Email:
Agency/Agent:		Agent Email:
Renewal?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Policy Number:		
Effective Date:		
Website:		

2)

Current Carrier Information:

Carrier:		
Limit of Insurance:		
Deductible:		
Premium:		
Offering renewal?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Claims made?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Retroactive date:

Please attach copies of the following:

- Currently valued five year loss runs, including claim detail for all losses open or exceeding \$15,000
- A brochure, description of operations, or marketing materials if a website is not available

3)

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

4)

Your premise address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

5)

How long have you been in operation under this business name or any others (please provide any prior entities or additional entities/DBAs to be covered)? \_\_\_\_\_

a. If you are new in business, please describe your prior experience: \_\_\_\_\_

6)

If any subsidiary or operations are to be specifically excluded from coverage, please indicate: \_\_\_\_\_

a. Are these entities or services covered elsewhere? Yes  No

- 7) Who is your audit/inspection contact? \_\_\_\_\_  
 a. What is their phone number? \_\_\_\_\_  
 b. What is their email address? \_\_\_\_\_

**OPERATIONS**

- 8) Please indicate your operations:  
 General Contractor \_\_\_\_\_%       Consultant \_\_\_\_\_%       Construction Manager \_\_\_\_\_%  
 Subcontractor \_\_\_\_\_%       Developer \_\_\_\_\_%       Owner/Builder \_\_\_\_\_%

9) In what states do you operate? \_\_\_\_\_

10) Are you licensed in all states in which you operate? Yes  No   
 License Number(s): \_\_\_\_\_

11) Please complete the following chart for your exposures:

	Estimated Upcoming Year	Current Year	Prior Year
Gross Annual Receipts			
Employee Payroll			
Cost of Subcontracted Work			

12) Please complete the following table for your five largest projects:

Client	Description of Work	Dollar Value

13) Please complete the following table for your five most recent projects:

Client	Description of Work	Dollar Value

14) Please complete the following chart for your typical operations. Check all that apply:

Operation:	Percentage of Total Operations:	Percentage of Work Done by Your Employees:	Percentage of Work Done by Subcontractors:	Revenue from Operation:
<input type="checkbox"/> Consultation/Testing				
<input type="checkbox"/> Engineering/Design				
<input type="checkbox"/> Electricity Distribution				
<input type="checkbox"/> Equipment Distribution				
<input type="checkbox"/> Equipment Supply/Rental				
<input type="checkbox"/> Installation				
<input type="checkbox"/> Lessor's Risk Only				
<input type="checkbox"/> Maintenance/Repair				
<input type="checkbox"/> Manufacturing				
<input type="checkbox"/> Painting/Sandblasting				
<input type="checkbox"/> Project Manager				
<input type="checkbox"/> Roofing				
<input type="checkbox"/> Steel (structural)				
<input type="checkbox"/> Site Preparation				
<input type="checkbox"/> Supervisory Only				
<input type="checkbox"/> Welding				
<input type="checkbox"/> Other: _____				
<input type="checkbox"/> Other: _____				
<input type="checkbox"/> Other: _____				
<input type="checkbox"/> Other: _____				
<b>TOTAL</b>	100%			

15) What percentage of your operations are residential \_\_\_\_\_% and commercial \_\_\_\_\_%?  
 a. If the above does not equal 100%, please clarify: \_\_\_\_\_  
 b. What percentage of your residential work is in new construction residential? \_\_\_\_\_

16) What percentage of your panels are ground mounted \_\_\_\_\_% and roof mounted \_\_\_\_\_%?

17) Do you, or any subcontractor working on your behalf, install Exterior Installation Finishing Systems (EIFS)? Yes  No

18) Do you, or any subcontractor working on your behalf, install hardboard siding? Yes  No

19) Do you, or any subcontractor working on your behalf, install or remove drywall?  
 a. Do you sell or distribute drywall? Yes  No

20) What types of support brackets are used for mounting? \_\_\_\_\_  
 a. Do you fabricate these brackets? Yes  No   
 b. If no to a., who produces them? \_\_\_\_\_

- 21) Do you install inverters with 60 Hz copper wound transformers? Yes  No   
 a. What is the average capacity of the system installed? \_\_\_\_\_
- 22) Describe equipment used in your operations:  
 Cranes \_\_\_\_\_ ft.  Cherry Pickers \_\_\_\_\_ ft.  
 Lifts \_\_\_\_\_ ft.  Scaffolding \_\_\_\_\_ ft.  
 Trenching Equipment  Other \_\_\_\_\_ ft.  
 a. If Other is checked, please describe: \_\_\_\_\_  
 b. If Scaffolding is checked above, do you erect scaffolding for third party use? Yes  No
- 23) If you are hiring subcontractors, please clarify the following:  
 a. Do you usually hire the same subcontractors? Yes  No   
 b. Are subcontractors always insured? Yes  No   
 + If yes, what General Liability limits do you require subs to carry? \_\_\_\_\_  
 + Do you confirm if these subs carry Workers Compensation insurance? Yes  No   
 c. Do you obtain certificates of insurance from all subcontractors? Yes  No   
 d. Are you named as an Additional Insured on all subcontractors' policies? Yes  No   
 e. Do you have a written contract with your subcontractors? Yes  No   
 f. Do all contracts contain a Hold Harmless clause in your favor? Yes  No   
 g. Do you use any leased employees? Yes  No   
 + If yes, are you responsible for providing Worker's Comp for these employees? Yes  No   
 h. Do you carry Worker's Compensation insurance? Yes  No
- 24) Do you manufacture or import any products? Yes  No   
 a. If yes and a website is not indicated in the General Information section, please provide a product brochure for review.
- 25) Are products sold under your label? Yes  No   
 a. If yes, do you agree to grant sellers Additional Insured – Vendor status? Yes  No
- 26) Do you distribute any products? Yes  No   
 a. If yes, are you granted Additional Insured – Vendor status on the manufacturer's policy? Yes  No

## WORKSITE SAFETY

- 27) Do you have a formal safety program? Yes  No
- 28) Are sites fenced? Yes  No   
 a. If no, are sites clearly marked by cones, signage, or rope/tape warning the public against intrusion? Yes  No
- 29) Are sites lighted? Yes  No
- 30) Are all trenches, ditches, excavations, holes, et cetera made in the ground or in structure flooring properly and clearly identified and protected against to mitigate falling injury? Yes  No
- 31) Prior to any excavation or digging are you ensuring that all underground structures (utility lines, cables, sewers, etc.) are marked? Yes  No

**LESSOR'S RISK ONLY** (complete only if you have LRO Solar installations)

- 32) Is the solar system already in place and functional? Yes  No
- 33) What percentage of panels are ground-mounted? \_\_\_\_\_ %  
a. What percentage are roof-mounted? \_\_\_\_\_ %  
b. If 28) and a. do not equal 100%, please clarify: \_\_\_\_\_  
\_\_\_\_\_
- 34) Is the solar installation fenced off or otherwise secured? Yes  No
- 35) Who is performing operation of the system (if applicable)? \_\_\_\_\_
- 36) Who is responsible for the maintenance of the system? \_\_\_\_\_
- 37) How frequently is the system inspected? \_\_\_\_\_
- 38) Are written agreements/risk transfer arrangements in place between you and the operations and maintenance contractor(s)? Yes  No

**COVERAGE AND LOSS HISTORY**

- 39) During the past five years, has any insurer ever canceled or non-renewed similar insurance to any applicant or has your insurance been canceled for nonpayment of premium by any insurance or finance company. **If yes, please attach an explanation.** Yes  No
- 40) Has any lawsuit ever been filed, or any claim otherwise been made against your company or any partnership or joint venture of which you have been a member or your company's predecessors in business, or against any person, company or entities on whose behalf your company has performed operations or assumed liability? *For the purpose of this application only, a claim means a receipt of a demand for money, service or arbitration.* **If Yes, please attach an explanation including the name(s) of the person, company or entity and the name(s) and location(s) of the projects where such operations were performed.** Yes  No
- 41) Is your company aware of any occurrences, facts, circumstances, incidents, situations, damages accidents, (including but not limited to allegations of faulty or defective workmanship, product failure, construction dispute, property damage or construction work injury) at a location or project where your company has performed operations that a reasonably prudent person might expect to give rise to a claim or lawsuit whether valid or not which might directly or indirectly involve the company? **If Yes, please attach an explanation including the name(s) and location(s) of the projects where such operations were performed.** Yes  No

**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: \_\_\_\_\_

FEIN #: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agent/Broker Name: \_\_\_\_\_