

**ADDITIONAL INSURED/CERTIFICATE QUESTIONNAIRE**

**Please FAX this form to our Certificate Processing Department @ (916) 367-4334**

Name Insured: \_\_\_\_\_ Policy Number: \_\_\_\_\_  
 Phone Number: (     ) \_\_\_\_\_ Fax Number: (     ) \_\_\_\_\_

1.) Name, address and phone number of entity requesting Certificate or as Additional Insured:  
 DBA: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City/Street/Zip: \_\_\_\_\_ CA \_\_\_\_\_  
 Phone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

2.) Is work to be done: (please mark)  
 New construction            Yes            No  
 Remodeling                    Yes            No  
 Service/Repair Work        Yes            No

3.) If new construction or remodel, give full Job Address: \_\_\_\_\_

4.) Operations of entity requesting to be added: \_\_\_\_\_

5.) Explain the relationship between Named Insured and Additional Insured/Certificate Holder:  
 \_\_\_\_\_  
 \_\_\_\_\_

6.) Type of work to be done for Additional Insured/Certificate holder:  
 \_\_\_\_\_  
 \_\_\_\_\_

7.) Will the Named Insured be involved in any of the following: if yes, please provide a brief explanation?  
 Tract Homes    Yes            No    \_\_\_\_\_  
 Condos          Yes            No    \_\_\_\_\_  
 Apartments    Yes            No    \_\_\_\_\_  
 Town homes    Yes            No    \_\_\_\_\_

**\*\*\*DOES CERTIFICATE HOLDER NEED TO BE ADDED AS ADDITIONAL INSURED?**  
 YES    NO    If yes, please complete #'s 8 thru 14

8.) Is there a written contract between the Named Insured and the Additional Insured?    Yes    No

9.) Does the Additional Insured maintain primary insurance to cover the exposure at risk?    Yes    No

10.) Contract cost of the work to be done for the Additional Insured:           \$ \_\_\_\_\_

11.) Number of field employees (please include owner as an employee) involved on this job for the Additional Insured?   # \_\_\_\_\_

12.) Length of Job: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

13.) Type and % of work subbed out? \_\_\_\_\_

14.) Please provide % breakdown of sales from each of the following classes of business the job will entail:

Carpentry	_____ %	Maintenance	_____ %	Sewer	_____ %
Concrete	_____ %	Masonry	_____ %	Steel	_____ %
Drilling	_____ %	Mechanical	_____ %	Street/Road	_____ %
Electrical	_____ %	Painting	_____ %	Supervisory only	_____ %
Excavation	_____ %	Plastering	_____ %	Tunneling	_____ %
Gas Mains	_____ %	Plumbing	_____ %	Other	_____ %
Insulation	_____ %	Roofing	_____ %		