

**Scottsdale Insurance Company**  
 Home Office: One Nationwide Plaza  
 Columbus, Ohio 43215  
 Adm. Office: 8877 North Gainey Center Drive  
 Scottsdale, Arizona 85258

**Scottsdale Surplus Lines Insurance Company**  
 Adm. Office: 8877 North Gainey Center Drive  
 Scottsdale, Arizona 85258

**Scottsdale Indemnity Company**  
 Home Office: One Nationwide Plaza  
 Columbus, Ohio 43215  
 Adm. Office: 8877 North Gainey Center Drive  
 Scottsdale, Arizona 85258

1-800-423-7675 • Fax (480) 483-6752  
 www.scottsdaleins.com

**Roofers Questionnaire**

(COMPLETE IN ADDITION TO GL APPLICATION)

Applicant's Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 Location \_\_\_\_\_  
 \_\_\_\_\_  
 Web site Address \_\_\_\_\_

Agency Name \_\_\_\_\_  
 Agent \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Phone \_\_\_\_\_

**PROPOSED EFFECTIVE DATE: From \_\_\_\_\_ To \_\_\_\_\_ 12:01 A.M., Standard Time at the address of the Applicant**

ANSWER ALL QUESTIONS—IF THEY DO NOT APPLY, INDICATE "NOT APPLICABLE"

1. **What percentage of your work is residential** (homes, condominiums)? ..... %  
**What percentage of your work is commercial** (office buildings, schools, retail establishments)? ..... %  
**What percentage of your work is industrial** (plants, warehouses)? ..... %  
**TOTAL 100%**

2.

Type of Roofing Operation	Residential	Commercial	Industrial	% of Total Operations
What percentage of work is New Construction?				
What percentage of work is Repair/Patching?				
What percentage of work is Replacement?				
Total:	100%	100%	100%	100%
What percentage of work is on Pitched Roofs?				
What percentage of work is on Flat Roofs?				
Total:	100%	100%	100%	100%

Indicate type of work performed and percentage of operation within Type of Roofing Operation	Residential	Commercial	Industrial	% of Total Operations
Shingles/Shakes:	Asphalt			
	Fiberglass			
	Wood			
	Concrete			
	Slate			
Metal				
Shingle 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

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. Receipts, Payroll & 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 warranty.

**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/scrap?** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**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 the five largest jobs and types in the last three 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:**

EQUIPMENT RENTED				
Type of Equipment	How often do you rent this equipment?			
	Daily	Weekly	Monthly	Yearly
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PUBLIC PROTECTION**

**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 AND TITLE: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 (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.