CRIMINAL INCIDENTS

1. DOES MANAGEMENT ADVISE RESIDENTS AND PROSPECTIVE RESIDENTS OF ALL REPORTED CRIMINAL ACTIVITY THAT HAS TAKEN PLACE ON THE PROPERTIES? (If "YES", explain how this is done) Y / N

GENERAL INFORMATION

EXPLAIN ALL "YES" RESPONSES UNLESS STATED OTHERWISE Y / N

1. IS APPLICANT A REAL ESTATE OR PROPERTY MANAGEMENT COMPANY? (No explanation needed) Y / N

2. ARE ANY OF THE BUILDINGS RESIDENTIAL RETIREMENT FACILITIES OR ASSISTED LIVING FACILITIES? (No explanation needed) Y / N

3. ARE ANY OF THE BUILDINGS NURSING / CONVALESCENT HOMES? (No explanation needed) Y / N

4. ARE ANY OF THE BUILDINGS HOUSING AUTHORITIES OR DO THEY INCLUDE SUBSIDIZED HOUSING? (If "YES", provide the following):

   UNITS SUBSIDIZED PER LOCATION %
   EXPLANATION

5. ARE THERE BUILDINGS UNDER CONSTRUCTION OR BEING REMODELED? (If "YES", provide both of the following):
   a. ARE ANY BUILDINGS BEING REMODELED FOR CONVERSION TO CONDOMINIUMS AND/OR TOWNHOUSES? (No explanation needed) Y / N
   b. TYPE OF WORK BEING DONE

      COST OF RENOVATION $ SUBCONTRACTED WORK COST $

MAINTENANCE

IDENTIFY RESPONSIBLE PARTY FOR THE FOLLOWING: OUTSIDE CONTRACTOR NAME

<table>
<thead>
<tr>
<th>JANITORIAL</th>
<th>EMPLOYEE</th>
<th>OUTSIDE CONTRACTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAWN CARE</td>
<td>EMPLOYEE</td>
<td>OUTSIDE CONTRACTOR</td>
</tr>
<tr>
<td>SNOW REMOVAL</td>
<td>EMPLOYEE</td>
<td>OUTSIDE CONTRACTOR</td>
</tr>
<tr>
<td>UPKEEP OF SIDEWALKS AND DRIVEWAYS</td>
<td>EMPLOYEE</td>
<td>OUTSIDE CONTRACTOR</td>
</tr>
</tbody>
</table>

Y / N

1. ARE CERTIFICATES ON FILE FOR OUTSIDE CONTRACTORS? (No explanation needed) Y / N

2. IS APPLICANT NAMED AS AN ADDITIONAL INSURED ON OUTSIDE CONTRACTOR’S POLICY? (No explanation needed) Y / N

RECREATIONAL EXPOSURES

NUMBER OF:

| BASEBALL FIELDS | CLUBHOUSES _______ Sq. Ft. | RACQUETBALL COURTS | STREETS / ROADS _______ Miles |
| BASKETBALL COURTS | LAKES / PONDS _______ Acres | SAunas | TENNIS COURTS |
| BEACHES | PARKS _______ Acres | SHOOTING RANGES | VOLLEYBALL COURTS |
| BIKE TRAILS _______ Miles | PLAYGROUND | SPA / HOT TUBS |
| BOAT SLIPS | POOLS (Complete Pool Section) | STABLES |

Y / N

1. ARE THESE AVAILABLE TO NON-RESIDENTS FOR A FEE? (If "YES", provide the following):
   ANNUAL RECEIPTS: $

2. ARE THERE ANY SWIMMING POOLS, WADING POOLS, HOT TUBS AND/OR SPAS ON ANY OF THE PROPERTIES? (If "YES", provide the following):
   a. ARE THE SWIMMING POOLS, WADING POOLS, HOT TUBS AND/OR SPAS IN COMPLIANCE WITH THE FEDERAL VIRGINIA GRAEME BAKER POOL AND SPA SAFETY ACT? (If "NO", explain)

MASTER KEYS AND LOCKS

1. HOW DOES MANAGEMENT HANDLE THE MONITORING OF MASTER KEYS?

2. HOW ARE LOCKS HANDLED UPON VACANCY OF RESIDENTS? RE-KEYED CHANGED COMPLETELY

REMARKS (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
1. **IS THERE A SWIMMING POOL?** (If “YES”, complete the remainder of this section)

   **LOCATION OF POOLS**

<table>
<thead>
<tr>
<th>POOL #</th>
<th>DESCRIPTION</th>
<th>POOL #</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>

2. **IS POOL LOCATED ON ROOF?** (No explanation needed)
3. **IS THE POOL AREA INDOOR OR COMPLETELY SURROUNDED BY BUILDING WALLS / COURTYARD?** (If “YES”, skip next question)
4. **IS THE POOL AREA COMPLETELY SURROUNDED BY A FENCE?** If “YES”, provide height.
   a. **WHAT IS THE HEIGHT OF THE FENCE?** ft. ft. ft. ft.
5. **ARE GATES OR DOORS OPENING INTO THE POOL AREA EQUIPPED WITH A SELF-CLOSING AND SELF-LATCHING DEVICE?** (No explanation needed)
6. **HOW MANY DIVING BOARDS EXIST AT EACH POOL?**
   a. **WHAT IS THE HEIGHT OF THE TALLEST DIVING BOARD?** ft. ft. ft. ft.
7. **HOW MANY SLIDES EXIST AT EACH POOL?**
   a. **WHAT IS THE HEIGHT OF THE TALLEST SLIDE?** ft. ft. ft. ft.
8. **IS THERE UNDERWATER LIGHTING?** (No explanation needed)
9. **ARE THERE STEPS INTO THE SHALLOW END WITH HANDRAILS?** (No explanation needed)
10. **IS THERE A LADDER AT THE DEEP END WITH HANDRAILS?** (No explanation needed)
11. **ARE THE DEPTH MARKINGS CLEARLY SHOWN?** (No explanation needed)
12. **ARE WARNING SIGNS AND RULES POSTED AND CLEARLY VISIBLE?** (If “YES”, provide text from signs / rules in “REMARKS” or attach photo of signs / rules)
13. **IS RESCUE EQUIPMENT, INCLUDING BUOY AND 12-FT POLE OR SHEPHERD’S HOOK, AVAILABLE POOLSIDE?** (No explanation needed)
14. **ARE LIFEGUARDS PRESENT DURING POOL HOURS?**
   a. **WHO PROVIDES THE LIFEGUARDS?**
      - APPLICANT
      - OUTSIDE POOL MANAGEMENT COMPANY
   b. **IF OUTSIDE MANAGEMENT COMPANY, ARE CERTIFICATES ON FILE?** (No explanation needed)
   c. **IS APPLICANT NAMED AS AN ADDITIONAL INSURED ON OUTSIDE MANAGEMENT COMPANY’S POLICY?** (No explanation needed)
15. **WHO MAINTAINS POOL(S)?**
   - APPLICANT
   - OUTSIDE CONTRACTOR
   a. **IF OUTSIDE CONTRACTOR, ARE CERTIFICATES ON FILE?** (No explanation needed)
   b. **IS APPLICANT NAMED AS AN ADDITIONAL INSURED ON OUTSIDE MANAGEMENT COMPANY’S POLICY?** (No explanation needed)

**REMARKS** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Information on this page applies to all buildings at this location

NUMBER OF UNITS PER LOCATION: _____

APARTMENT BUILDING INFORMATION

OCCUPANCY TYPE (Check at least one or all that apply)

<table>
<thead>
<tr>
<th>APARTMENT BUILDING</th>
<th>APARTMENT HOTEL / TIME SHARE</th>
<th>2 FAMILY DWELLING</th>
<th>4 FAMILY DWELLING</th>
</tr>
</thead>
<tbody>
<tr>
<td>GARDEN APARTMENTS</td>
<td>1 FAMILY DWELLING</td>
<td>3 FAMILY DWELLING</td>
<td>BOARDING / ROOMING HOUSE</td>
</tr>
</tbody>
</table>

OWNED SINCE (YYY): _______ TOTAL NUMBER OF UNITS: _______

UNIVERSITY / COLLEGE STUDENTS AS TENANTS: %

RENT PER UNIT

1. 1 BEDROOM
2. 2 BEDROOM
3. 3 BEDROOM
4. OTHER TYPE

SECURITY

1. SECURITY (Check all that apply):
   - NONE
   - SECURITY GUARDS
   - GATED ACCESS
   - BUILDING ACCESS

2. IF APPLICABLE, SECURITY GUARDS ARE (Check all that apply):
   - ARMED
   - UNARMED
   - EMPLOYEES OF MANAGEMENT
   - INDEPENDENT CONTRACTORS

3. IF INDEPENDENT CONTRACTORS, ARE CERTIFICATES ON FILE? (No explanation needed)
   - Y
   - N

4. IS APPLICANT NAMED AS AN ADDITIONAL INSURED ON INDEPENDENT CONTRACTOR'S POLICY? (No explanation needed)
   - Y
   - N

5. IS SECURITY 24 HOURS? (No explanation needed)
   - Y
   - N

6. WHAT ARE THE GUARDS RESPONSIBLE FOR? (Check all that apply):
   - RESIDENTS' SAFETY
   - COMPLEX AND AMENITIES

GATED SECURITY (Answer Questions 7 - 11)

7. IF GATED, IS ENTIRE APARTMENT COMPLEX GATED? (No explanation needed)
   - Y
   - N

8. HOW IS ACCESS OBTAINED? (Check all that apply):
   - CARD
   - GUARD AT GATE
   - SECURITY CODE

9. WHO IS GIVEN ACCESS? (Check all that apply):
   - RESIDENTS
   - EMPLOYEES
   - PROPERTY MANAGER
   - MAINTENANCE STAFF / CONTRACTOR

10. IS THERE A POLICY IN PLACE FOR CHANGING SECURITY CARDS OR SECURITY CODES? (If "YES", explain)
     - Y
     - N

   IS THERE A PROCEDURE IN PLACE IF THE GATE IS NOT WORKING? (If "YES", describe the procedure)

BUILDING ACCESS (Answer Questions 12 - 14)

12. IF BUILDING ACCESS IS RESTRICTED, HOW IS ACCESS OBTAINED? (Check all that apply):
    - CARD KEY
    - INTERCOM
    - SECURITY CODE
    - DOORMAN
    - SECURITY GUARD
    - VIDEO

13. WHO IS GIVEN ACCESS? (Check all that apply):
    - RESIDENTS
    - EMPLOYEES
    - PROPERTY MANAGER
    - MAINTENANCE STAFF / CONTRACTOR

14. IS THERE A POLICY IN PLACE FOR CHANGING SECURITY CARDS OR SECURITY CODES? (If "YES", explain)
     - Y
     - N

IF SECURITY ALARMS ARE PRESENT (Answer Questions 15 - 17)

15. ARE ALARM SYSTEMS IN EVERY UNIT? (No explanation needed)
    - Y
    - N

16. ARE THE RESIDENTS SHOWN HOW TO OPERATE THE ALARM SYSTEMS? (No explanation needed)
    - Y
    - N

17. WHO MONITORS THE ALARMS?

18. IF RESIDENTS’ DOORS OR WINDOWS CONTAIN ANY OF THE FOLLOWING (Check all that apply):
    - VIEW WINDOW / PEEPHOLE
    - BARS ON WINDOWS
    - LOCK PINS FOR WINDOWS / SLIDING GLASS DOORS
    - DEAD BOLTS