



AXA Art Insurance Corporation Dealer Insurance Application

GENERAL INFORMATION

Name of Applicant:

Mailing Address:

List all locations where property to be insured is regularly located:

Telephone Number:

Website/E-mail Address:

LIMITS OF INSURANCE

	Location 1	Location 2	Location 3
1. Limit of Insurance for Premises	\$	\$	\$
2. Limit of Insurance at Other Locations	\$	n/a	n/a
3. Limit of Insurance While in Transit \$		n/a	n/a

OPERATION

Name of Director

Number of years in operation

Member of ADAA (Y/N)

If less than 5 years, then list previous experience:

Professional Affiliations:

INVENTORY

Type of Fine Art : (Old Masters, Contemporary, Antiques, Pre-Columbian, etc.)

Percentage Breakdown of Inventory

Paintings _____

Photographs _____

Drawings _____

Sculptures – Fragile _____

Sculptures – Non-fragile _____

Where are objects stored when not on display?

Breakable– glass, ceramics etc. _____

Furniture _____

Silver _____

Tapestries, Rugs, Fabrics _____

Antique Jewelry _____

EMPLOYEES

Do all employees handle Covered Property?

Are employees supervised or trained in the handling of Covered Property?

Are employees responsible for security during normal business hours?

Who is responsible for packing and unpacking Covered Property?

Who is responsible for the receiving and releasing Covered Property?

BUILDING CONSTRUCTION

(Select for each : Adobe, Brick, Glass, Safety Glass, Steel, Stone, Wood, Fabric / Carpet, specify other)

	<u>Location 1</u>	<u>Location 2</u>	<u>Location 3</u>
Year Built			
ISO Construction			
Exterior Walls			
Interior Walls			
Floors			
Ceilings			
Structural Support			
Number of floors			
What floor are you on?			
Is Covered Property stored in a basement?			
If so, then describe basement inventory?			
What is the smallest distance between the lowest storage shelf and the floor?			
Is there a floor drain?			
Is there a history of back-up of drain and / or sewer?			

FIRE PROTECTION

Location 1 Location 2 Location 3

Is the entire building protected by a fire and/or smoke detection /alarm system?
If no, describe area not protected:

Is the alarm system listed and installed according to UL specifications?

How often is the system checked?

Does your alarm system ring to a central station?

Sprinkler system on premises: (*select one*)
Wet Pipe, Dry Pipe, Pre-action, Cross-zoned to fire/ smoke detection system.

Which areas are protected by the sprinkler system?

Portable fire extinguishers (*select*)
Carbon Dioxide, Dry Chemical, Foam, Halon, Acid, Other

SECURITY

Location 1 Location 2 Location 3

Are security personnel stationed at all entrances and exits to the building during open hours?

Do these doors have a controlled entry/exit system?

Does the person controlling entry have a clear view of the person(s) wishing entry?

Is a member of the staff always in position to view the entire gallery as well as the entrance/exit?

How many staff members have keys to exterior doors?

Do you have an emergency disaster plan?
If so, how frequently is the staff trained regarding this plan?

What emergency procedures are observed in the case of theft or vandalism?

ELECTRONIC SECURITY

Location 1 Location 2 Location 3

Do you have an electronic security alarm system in operation throughout the building?

What types of detection equipment are in operation?
(*select*) Magnetic Contact, Photo ray, Ultrasonic, Sound, Motion, Infrared, Pressure, CCTV with recording

Does your electronic alarm system ring to a central station?
Are all the building's exterior openings secured and alarmed?

EXPOSURE

Please provide a copy of your consignment agreement.

Average value at risk

Maximum Value of a single item

Do you keep a detailed and itemized inventory?

Do you keep a record of purchases?

Do you keep a record of sales?

When was the last date of inventory?

What was the total value of inventory from that date?

Do you maintain a duplicate inventory off-site?

What valuation basis was used for establishing the value?

HURRICANE/WINDSTORM COVERAGES

Location

1. How far away is the property from water?

If property is within 5 miles of coastal body of water:

1. Are there permanent shutters or high-impact resistant glass on all windows of the home?
2. Are hurricane shutters closed for extended periods of non-occupancy, such as seasonal residences or long vacations?
3. Are there hurricane straps holding the roof to the rafter?
4. If the roof is Spanish tile, are clips in place?
5. Is there a backup generator for the climate control system or fan in private homes located less than one mile from the intercoastal or ocean?
6. Is the back-up generator located off the ground?
7. Does Insured have storm closet(s) in the building?

Emergency Plan

1. Is Insured ready to move art to safe location in the event of Hurricane watch?
2. Where is this location?
3. Is it an art specialty warehouse?
4. Does Insured have a list with emergency contact numbers?
5. Is the household help aware of the emergency plan?

Protection against mold exposure in Florida

1. Are air conditioning systems operating at all times to protect against mold growth?
2. In the event of a power outage, have arrangements been made with someone to put the air conditioner back in operation once power is restored?

EARTHQUAKE COVERAGE

Dwelling/Structure

1. Date of construction? Have there been subsequent renovations?
2. Single dwelling or apartment, if so what floor?
3. Material of construction?
4. Stilt or Slab foundation?
5. Is the structure retrofitted in accordance with California Building Code?

The Collection

6. Any Earthquake mitigation techniques for the collection?
7. What percentage of collection is fragile/breakable?
8. Please describe mitigation techniques.
9. Was collection professionally mitigated? If yes, please request documentation.

Framed works on the wall

10. Are framed works hung on more than one nail?
11. Are framed works hung w/weight rated hooks?
12. Are your framed works covered with Plexiglas rather than glass (except for pastels, charcoals and chalks)

Furniture/Sculptures

13. Are bookshelves secured to the wall?
14. Are shelves in display cases fastened in place?
15. Are Sculptures secured to their bases
16. Are the bases secured to the floor?
17. Are tall, unstable pieces of furniture secured to the wall or floor?

Decorative Arts

18. Are decorative items on tables/shelves secured to the surface with adhesive or mounts?
19. Are decorative items in display cases secured to the surface?

SHIPMENTS

Domestic Sending

Annual Volume (\$) of incoming shipments

Annual Volume (\$) of outgoing shipments

Please provide a list of carriers that you use for shipping

Who is responsible for packing and shipping?

Who is responsible for installation?

Who is responsible for de-installation?

Does the responsible person require any qualifications in order to do this job?

When an item is received via transit, is the item immediately inspected? If not, what is the length of time until it is inspected?

Are personal conveyances used for transit? If so, is your vehicle alarmed?

Overseas Sending

Annual Volume (\$) of incoming shipments

Annual Volume (\$) of outgoing shipments

SALES

Annual sales for the last three years

20____ \$

20____ \$

20____ \$

LOSS HISTORY

For the last five years

<u>Description of loss</u>	<u>Amount of loss</u>	<u>Date</u>
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Producer, how long have you known the applicant?

Do you handle any other lines of insurance for the applicant?

SIGNING THIS FORM DOES NOT BIND THE PROPOSER TO COMPLETE THIS INSURANCE

Applicants' Signature

Producer's Signature

Position: _____