Surplus Insurance Brokers Agency Inc.

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BOOTING OPERATIONS QUESTIONNAIRE

BY COMPLETING THIS APPLICATION, THE APPLICANT IS APPLYING FOR COVERAGE WITH EITHER ***COLONY INSURANCE COMPANY*** OR ***COLONY SPECIALTY INSURANCE COMPANY***, AN AUTHORIZED SURPLUS LINES INSURER OR ***ARGONAUT INSURANCE COMPANY*** OR ***ARGONAUT MIDWEST INSURANCE COMPANY***, A LICENSED INSURER.

Business Trade Name _____

1. Do you hold all required city and state permits and/or licenses to perform booting?. . . . . ☐ Yes ☐ No

2. Do you have formal written procedures for your employees to follow? . . . . . ☐ Yes ☐ No
If "Yes":
- **a.** Is a copy attached to this application? . . . . . ☐ Yes ☐ No
- **b.** Do they include specific instructions on how to boot a vehicle? . . . . . ☐ Yes ☐ No
- **c.** Do they instruct employees to walk away in the event of a confrontation? . . . . . ☐ Yes ☐ No

3. Do you place a NOTICE on the vehicle you are booting? . . . . . ☐ Yes ☐ No
If "Yes", which of the following are included in your notice? (check all that apply)
- ☐ A warning not to move the vehicle
- ☐ The reason for and time of immobilization
- ☐ The name of your booting service and a 24-hour telephone number to reach you
- ☐ The fee required for removal of the boot and where to pay it
- ☐ Whether vehicle will be towed, and when
- ☐ Where to return self-release boots

4. Do you document pre-existing damage to the vehicle prior to placing the boot? . . . . . ☐ Yes ☐ No
If "Yes", how do you document the damage? (check all that apply)
☐ Written Log ☐ Photos ☐ Other (describe): _____

5. Do you have a written contract to boot for your customers? . . . . . ☐ Yes ☐ No
If "Yes":
- **a.** Is a copy attached to this application? . . . . . ☐ Yes ☐ No
- **b.** Are you responsible for 'negligent booting' when the wrong vehicle is booted at the customer's request? . . . . . ☐ Yes ☐ No
- **c.** Does the contract include specific instructions as to which vehicles and under what circumstances a vehicle should be booted? . . . . . ☐ Yes ☐ No

6. Who are your customers? (Must total 100%)

Municipalities	%	Attended commercial parking lot(s)	%
Parking lot(s) for specific business(es)	%	Unattended commercial parking lot(s)	%
Other (describe):	%	Homeowners Associations	%

7. Do all parking lots/structures post clear signage with parking policies, including notice. . . . . ☐ Yes ☐ No
that vehicles may be towed or booted?

8. Which of these services do you perform? (check all that apply)
☐ Wheel Boot _____% ☐ Barnacle Boot _____% (Windshield Boot)
☐ Towing _____% Insurance carrier for tow truck(s): _____

9. Do your employees wear a uniform or brightly colored shirt with an ID badge that easily. . . . . ☐ Yes ☐ No
identifies them as part of a booting operation?

THIS SUPPLEMENTAL APPLICATION IS INCORPORATED BY REFERENCE INTO THE PRIMARY APPLICATION

APPLICANT'S SIGNATURE	DATE