

SUPPLEMENTAL APPLICATION – INTERIOR DESIGN

1. Name of applicant or insured: _____
2. Please provide areas of practice by percentage of revenue, total must equal 100%:

AREA OF PRACTICE	PERCENTAGE OF REVENUES
Residential	%
Commercial	%
Restaurants	%
Hotels	%
Other (describe): _____	%
	100%

3. Total number of jobs performed in last 12 months: _____
 - a. Average job budget: \$ _____
 - b. Highest job budget: \$ _____
4. Does the applicant provide any of the following services or subcontract any of the following services?
 - a. Engineering Yes No
 - b. Architectural services Yes No
 - c. Building contractor/build-out services Yes No
5. If subcontractors are hired, does the applicant require them to show proof of professional liability insurance before work begins? Yes No
6. Does the applicant, in any manner, advise, recommend, direct, organize, manage, execute or make structural/construction/ architectural design changes to any real property, directly or indirectly? Yes No
If "Yes," please explain:

7. Does, or will, any one client represent more than 25% of the applicant's revenues? Yes No
If "Yes" please explain:

8. When required, does the applicant have procedures in place to be in compliance with the Americans with Disabilities Act (ADA) of 1990? Yes No
9. Do clients sign a disclaimer form, letter of agreement, engagement letter or other form of written agreement before any work begins? Yes No
10. Does the applicant provide regular written progress reports that require the client's approval? Yes No
11. Are **all** project alterations or changes approved by the client in writing? Yes No
12. Are all oral communications and commitments (such as changes in instructions and decisions) approved in writing by the client? Yes No

13. What associations does the applicant belong to (check all that apply)?:

- American Association of Interior Designers
- Interior Design Society
- Interior Decorators & Designers Association
- Interior Design Education Foundation
- International Federation of Interior Architects & Interior Designers
- Other(s): _____

14. What percentage of the applicant's interior designers have taken and passed the National Council of Interior Design Qualification (NCIDQ) examination? _____%

SIGNATURE IN FULL: _____ DATE: _____

PRINTNAME: _____

ALL QUESTIONS MUST BE ANSWERED AND THE APPLICATION MUST BE SIGNED AND DATED

Agency Name and Address: _____

Person Submitting Application: _____

Telephone Number: _____ Email: _____

