

# THEFT OF CLIENT'S PROPERTY - "OFF PREMISES" QUESTIONNAIRE



*This questionnaire is a supplement to The Hartford's Crime Policy Application for Mercantile and Governmental Entities.*

**NAME OF INSURED:** \_\_\_\_\_

**LIMIT OF INSURANCE:** \_\_\_\_\_ **DEDUCTIBLE:** \_\_\_\_\_

1. What is the name of the client or clients you will be working for? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What type of work will be performed for your client(s)? Please provide details below: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. How many employees will be on the premises of your client(s)? \_\_\_\_\_

4. Will you have access to the client's money, securities, banking systems, wire transfer systems  Yes  No  
or any sensitive computer data? If yes, please provide details below: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Will you have restricted access to physical areas of the clients premises by keycards, locks, etc.?  Yes  No

6. Will you be performing your services during normal business hours (i.e. 9:00am-5:00pm)?  Yes  No  
If no, at what time will you be performing your work? \_\_\_\_\_

7. Will your employees be supervised and/or monitored by your client(s) when performing  Yes  No  
services on their premises?

8. Will your employee's be required to wear I.D. badges or carry special identification in order  Yes  No  
to identify themselves as "non-employees"?

9. Do you perform background checks on your employees, including personal references, past  Yes  No  
employment references, criminal records, drug testing? If no, please explain below:  
\_\_\_\_\_  
\_\_\_\_\_

10. Do you have any knowledge of an employee stealing from a client in the past or at this time?  Yes  No  
If yes, please provide complete details or an attachment to include a description of the loss,  
amount of the loss, and corrective measures to prevent the same from occurring.  
\_\_\_\_\_  
\_\_\_\_\_

11. If this coverage is for one specific client contract, what is the expected start date and completion date for this contract?  
\_\_\_\_\_

**Signed:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **CALIFORNIA NOTICE**

California Notice: The Hartford may charge a fee if this bond or policy is cancelled before the end of its term. The fee can range between 5% to 100% of the pro rata unearned premium. Please refer to the terms and conditions stated in the policy or bond. This notice does not apply to cancellations initiated by The Hartford.