

**Chutter Underwriting Services**

#420 – 321 Water Street, Vancouver, BC V6B 1B8  
Toll Free: 1-888-382-6697 Ext. 3 Fax: 604-984-6140 E-mail: morgan@chutteruw.com

**ROOFING CGL RENEWAL NOTICE**

In order for us to prepare our renewal terms, we require the following:

INSURED / NAMED INSURED	POLICY NUMBER	POLICY EXPIRY DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>

1. ADVISE OF ANY CHANGE IN PREVIOUS INFORMATION (EXCEPT AS SHOWN HEREIN), BUSINESS OPERATIONS OR LOCATIONS

2. EMPLOYEES (INCLUDING PRINCIPALS) & GROSS PAYROLL

# FULL TIME	GROSS PAYROLL (FT)	# PART TIME	GROSS PAYROLL (PT)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. ESTIMATED GROSS REVENUE — NEXT 12 MONTHS, BY CATEGORY (ALL SERVICES, LABOUR & MATERIALS AT INVOICE VALUE)

ROOFING CATEGORY	GROSS REVENUE (\$)
1 — Hot work involving open flame torch (torch-on membrane, torch-applied systems, modified bitumen using torch)	<input type="text"/>
2 — Hot work other than open flame torch / hot air welding (hot BUR, hot mop, hot asphalt, hot tar & gravel — kettle & hot liquid)	<input type="text"/>
3 — Hot air welding (TPO, PVC, heat guns, heat welders, thermal welding)	<input type="text"/>
4 — Cold work other than shake/shingle/tile/metal (cold BUR, cold membrane, EPDM, modified bitumen adhesive/peel & stick)	<input type="text"/>
5 — Shake, shingle, tile and metal clad roofing	<input type="text"/>
6 — Non-roofing related (describe)	<input type="text"/>

4. ACTUAL GROSS REVENUE — PAST 3 YEARS

PAST 12 MONTHS (\$)	2ND YEAR (\$)	3RD YEAR (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>

**ROOFING CGL RENEWAL NOTICE (continued)**

5A. IF ANY WORK IS COMMITTED TO SUB-CONTRACTORS / INDEPENDENT CONTRACTORS, ADVISE ANNUAL COST AND TYPE OF WORK

5B. ARE ALL SUB-CONTRACTORS / INDEPENDENT CONTRACTORS REQUIRED TO PROVIDE EVIDENCE OF CGL INSURANCE? IF SO, FOR WHAT MINIMUM LIMIT?

6. % SPLIT BETWEEN RESIDENTIAL (SINGLE FAMILY DWELLINGS) AND COMMERCIAL (ALL OTHER WORK INCL. APARTMENTS, TOWNHOUSES, CONDOS)

7. % SPLIT BETWEEN ROOFING INVOLVING NEW BUILDING CONSTRUCTION AND RE-ROOFING / REPAIR WORK INVOLVING EXISTING BUILDINGS

8. % SPLIT ON TOTAL GROSS REVENUE — LABOUR VS. MATERIALS

9. ADVISE OF ANY LIABILITY ACCIDENTS OR OCCURRENCES WHICH MAY GIVE RISE TO A CLAIM BUT NOT YET REPORTED TO US

10. ARE THERE ANY CHANGES IN PREVIOUSLY DECLARED OUTSTANDING CLAIMS INSURED ELSEWHERE?

11. OTHER: UPDATE ANY ADDITIONAL INFORMATION AS PROVIDED LAST YEAR (ATTACH IF NECESSARY)

**AUTHORIZATION**

FULL NAME (PRINT)

POSITION HELD AT INSURED

DATE

SIGNATURE

*Please don't hesitate to call if you have any questions regarding this notice. Best regards, Chutter Underwriting Services.*

**IMPORTANT**

If we do not have an order to bind prior to the expiry date, this policy will automatically lapse.