Business in the Home – Extension Questionnaire

Insured:			Broker:	
Location of Business:			Existing Policy No:	
1.	Amount of Coverage Requested:			
	Business Property:	☐ $10,000 ☐ $15,000 ☐ $20,000 ☐ $25,000	Liability Limit	☐ $1,000,000 ☐ $2,000,000
2.	Name of Business:			
3.	Description of Business: *(Please provide a **full** description of the business including all business operations performed by the insured).*			
4.	Please note the business website (including links to social networking sites) here:			
5.	Is the insured the sole owner of the business? Yes ☐ No ☐ If no, please note the additional owners' name(s) below:			
6.	A) Does insured operate any other business under the same name? Yes ☐ No ☐			
	B) Under a different name? Yes ☐ No ☐			
7.	Do any clients visit the dwelling? Yes ☐ No ☐ If yes, how many (per week?)			
8.	A) What percentage of the dwelling is used for the business? (e.g., 10 %)			
	B) Are any outbuildings on the premises used for the business? Yes ☐ No ☐			
	C) If yes, what is the precise use of the outbuilding? (e.g., storage)			
	D) Is the home the only location from which the business is operated? Yes ☐ No ☐			
	E) If not, does the insured rent any additional locations, such as an office, studio, or storage facility? Yes ☐ No ☐			
	F) Describe business operations performed away from the dwelling (if any):			
9.	A) Does the business operation include any alteration, repackaging or re-labeling of products? Yes ☐ No ☐ If yes, describe:			
	B) Are any products or services sold outside of Canada? Yes ☐ No ☐ If yes, describe:			
	C) Any products or services sold over the Internet? Yes ☐ No ☐ If yes, describe:			
10.	A) Current annual gross revenue from the business operation:			
	B) Estimated annual gross revenue for next 12 months:			
11.	Number of full/part–time employees (excluding family members living in the household):			
12.	A) Any losses relating to the business in the past 5 years, regardless if a claim was reported or not? Yes ☐ No ☐			
	B) If yes, please provide details:			
13.	A) Has this business ever been insured before? Yes ☐ No ☐			
	B) If yes, please note previous Insurer:		Policy No:	
Broker Signature:			Date:	

RSA is a registered trade name of Royal & Sun Alliance Insurance Company of Canada. "RSA" and the RSA logo are trademarks used under license from RSA Insurance Group plc.