Statement of Qualifications
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**APPENDICES**

APPENDIX 1...........................................................................................................Certificate of Insurance
National Due Diligence Services (NDDS), A Division of American Surveying & Mapping, Inc. (ASM) is one of the nation’s premier surveying, mapping and due diligence firms working nationally and internationally. NDDS has a professional staff of surveyors, environmental, property condition, zoning and seismic risk professionals and associates who take pride in the ability to provide accurate and responsive service. Incorporated in 1992, ASM provides high quality, professional services to land owners, developers, brokers, attorneys, architects, civil engineering firms, lenders, title companies, municipalities, and utility companies.

NDDS remains on the cutting edge of technology and processes all services accurately and efficiently at their corporate headquarters under the strictest of quality control monitoring. The GPS surveying equipment and systems allows NDDS to provide clients with all the latest technology the industry has to offer. This includes static observation for precise baseline positioning, rapid static for routine third order control points, and RTK for precise real-time horizontal and vertical data for hydrographic and topographic surveys. Additionally, Geographic Information System (GIS) maps are created for a wide array of purposes including master planning, operations and maintenance, zoning and tax assessment, and emergency response.

NDDS surveying and due diligence teams have worked with commercial real estate professionals all across the country. Experience allows NDDS to guide clients through complex single sites as well as multi-site, multi-state projects of all types.

Services Include:

ALTA/NSPS Land Title Surveys
Environmental Site Assessments - Phase I & II
Transaction Screen Assessments
Property Condition Assessments
ADA Compliance Review
Zoning Conformance Reports & Letters
Elevation Certificates & Flood Determination
Seismic Risk Assessments
Aerial Exception Mapping (Zip Map)
Customized Services & More

Mission:
To continually create and deliver superior and innovative products and services for commercial real estate needs that exceed our commitments and promote the success of our clients.
NDDS performs nationwide & international ALTA/NSPS land surveying services that meet or exceed the 2016 ALTA Minimum Detail Standard Requirements effective February 23, 2016. Whether your need is a single site survey or a 500 site portfolio across the country, NDDS provides a “one stop shop” and single point of contact for all surveying needs. Clients are assured of the highest level of customer service and can rely on our experienced consultants.

NDDS offers strict quality control standards. In addition to project management, we provide the resources necessary to get the job done on time while meeting or exceeding our client’s expectations and budget.

NDDS offers an easy to read, easy to review, standardized color format. Easements and possible encroachments are identified in red, descriptions with the associated calls denoted in blue and building footprint information is presented in green. The drawings allow potential title-related items to be quickly and easily recognized during the review process.

**ADDED VALUE**

*Interactive Review* - NDDS offers this method of delivery exclusively to the clientele of the Fidelity National Title Group Family of Companies through our Strategic Alliance. This platform delivers the survey in a digital, user friendly interactive format. The benefit of this platform is to allow for quick and easy review of the drawing directly from your desktop or laptop. This is offered as a pure value added form of distribution and does not effect the competitive cost or timing for your project.
NDDS’s Environmental Site Assessment teams are experts in identifying environmental conditions and contamination liabilities. Our in-house and nationwide professionals provide a growing need for identifying, protecting and keeping your project in compliance with federal, state, and local environmental regulations. Assessments are performed in accordance with ASTM 1527-13, Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment.

**The Phase I ESA consists of:**

- Site reconnaissance
- Research of regulatory and historical record sources
- Client-provided information
- Completion of selective interviews to identify evidence of the presence or likely presence of hazardous substances or petroleum products at the property under conditions that indicate an existing or past release or material threat of future release, defined by the standard as a Recognized Environmental Condition (REC).

It is important to understand that EPA rules require due diligence which is not within the scope of the Phase I. EPA also requires defendants to search for environmental cleanup liens and consider their specialized knowledge of the subject and surrounding properties, as well as the relationship of the purchase price to fair market value and information commonly known within the community. NDDS can provide customized additional services to help satisfy these requirements and can vary depending upon client-specific scope of work, local and government agencies, small business administration (SBA) requirements, and Freddie Mac and Fannie Mae requirements. NDDS is also able to provide a full Phase II if recommended by the assessor on the Phase I report.

**Additional Environmental services include:**

- Asbestos - sampling
- Lead based paint - sampling
- Lead in drinking water - contact water supplier to ensure compliance with federal laws
- Radon - sampling
**Transaction Screen Assessment**

NDDS delivers nationwide service for Transaction Screen Assessments (TSA) performed in accordance with the ASTM E-1528-06, Standard Practice for Limited Environmental Due Diligence: Transaction Screen Process, the TSA Standard.

Under Federal and State laws, the owners of real estate can be liable for cleanup of hazardous substances and petroleum products released at the property. This is true even if the release occurred before the owner became involved in the property. As a result, related cleanup costs have a direct and sometimes overwhelming impact on the value of real estate. Related impacts on cash flow, leasing, resale and the ability to obtain financing can also be considerable.

The intent of this assessment is to identify the possible presence of hazardous substances and petroleum products on the property under conditions which indicate the possibility of an existing or past release or threat of a release, defined as a Potential Environmental Conditions or PEC. The presence of other environmental conditions including, but not limited to, the presence of asbestos containing materials, lead-based paint, lead in drinking water, indoor air quality (including vapor intrusion), wetlands, mold, endangered species, and elevated radon concentrations can also result in liabilities for property owners and disrupt planned operations or cash flow, but are expressly excluded from the scope of this assessment.

**NDDS’s TSA includes:**

- Site inspection
- Owner occupant interview and questionnaire
- Limited historical search
- Regulatory database review
- Report with the findings, conclusions and recommendations

The TSA will recommend a Phase I if necessary.
NDDS's in-house and industry experts can prepare a property condition assessment for the due diligence required prior to a commercial real estate transaction. This assessment adheres to the current edition of the American Society for Testing and Materials Standard Guide for Property Condition Assessments, Baseline Property Condition Assessment Process ASTM E 2018-08.

The purpose of this assessment is to identify conspicuous and material defects, deficiencies, items of deferred maintenance and material building code violations (individually and collectively, physical deficiencies) as a result of a non-intrusive walk-around visual survey. Also to review available applicable documents, conduct interviews and perform research.

**Building systems review shall include:**

- Site improvements
- Exterior building systems
- Skylights and drainage
- Heating
- Plumbing systems description
- Life Safety

- Structural systems
- Roofs and roofing system components
- Interior improvements
- Ventilation & air conditioning systems description
- Electrical system
- Conveying systems description

Accessibility provisions as identified in the Americans with Disabilities Act (ADA)
General and living facilities in the Fair Housing Accessibility Guidelines (FHAA)
Other local governing codes and ordinances

**NDDS** will also review zoning requirements and other similar governing ordinances for the subject property and review records at the local building and fire departments to identify conspicuous and material non-complying conditions at the subject property.

An opinion of probable costs (OPC) for corrective work to remedy the physical deficiencies will be prepared in the written report for each property and that documents include:

- Visual survey of physical condition
- Review of available and applicable documents
- Photographs of representative systems and major physical deficiencies
- Recommendations and cost analysis

**NDDS** can provide several alternate levels of assessments if requested or required by clients who are acquiring or disposing assets, not just placing debt on properties. This scope of work performed in adherence to the ASTM E 2018 guidelines will satisfy most major lender’s requirements. **NDDS** will provide a physical deficiencies, repair and replacement schedule.

**Detailed alternates can be performed by qualified specialists in the following categories:**

- Structural
- Fire Protection/Life Safety
- Roofing
- Mechanical, Electrical & Plumbing
- Exterior Building Façade
- Vertical Transportation and Replacement Schedules
NDDS makes sure the goal of the ADA Compliance review is to make an existing facility more usable for people with disabilities. The Department of Justice recommends the development of an Implementation Plan, specifying what improvements need to be made to remove barriers and when each solution will be carried out: "Such a plan could serve as evidence of a good faith effort to comply."

A checklist details some of the requirements found in the ADA Accessibility Guidelines (ADAAG). However, keep in mind that full compliance with ADAAG is required only for new construction and alterations. The requirements are presented here as a guide to help determine what may be readily achievable barrier removal for existing facilities. Whenever possible, ADAAG should be used in making readily achievable modifications. If complying with ADAAG is not readily achievable, a modification may be undertaken that does not fully comply with ADAAG, as long as it poses no health or safety risk.

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- **Priority 1** Accessible entrance into the facility
- **Priority 2** Access to goods and services
- **Priority 3** Access to restrooms
- **Priority 4** Any other measures necessary
**Essential Products**

**NDDS** is committed to being a full service provider. Please refer to our essential products that can be tailored specifically based upon request.

**Zoning Letters & Conformance Reports**

**NDDS**'s in-house and cooperative teams are experts assuring the zoning report will contain the appropriate jurisdictional letters identifying zoning of the property and permitted use. All documents and code sections will be reviewed for zoning, building, fire code violations and condemnation. We will issue a zoning status report noting conformance, site status, and site & parking requirements of property. Also available is a Zoning Summary meeting the 2016 ALTA/NSPS Minimum Standard Detail Requirements, Table A, Item 6(a) and 6(b).

**Seismic Risk Assessments**

**NDDS** provides seismic studies in areas prone to seismic activity. These studies, also known as Probable Maximum Loss (PML) assessments are compliant with ASTM E2026-07 and ASTM 2557-07. The assessment studies the proximity of faults within the geographic location of a subject property, expected possible strength, type of construction, physical setting of the property and geological conditions to render an estimate of cost to restore the structure to pre-earthquake conditions. The estimate is expressed as a percentage of the replacement value with regard to earthquake damage to improvements likely to occur during a seismic event.

**Flood Determination Report**

**NDDS** has nationwide service providing standard flood hazard determination information via the Department of Homeland Security - Federal Emergency Management Agency (FEMA). FEMA Form 81 - 93 is supplied indicating the current flood hazard area and verifies the availability and requirements of flood insurance via the National Flood Insurance Program (NFIP). The determination is based on examining the NFIP map, any Federal Emergency Management Agency revisions to it, and any other information needed to locate the building on the NFIP map.

**Zip Map**

**NDDS** offers decision-makers a visual, graphic depiction of survey and title related issues or concerns at a fraction of the time and cost of an ALTA survey. A Zip Map is an aerial and exception map, not a field survey, that utilizes a current aerial photograph or an aerial from public sources, and will depict a scaled overlay of the boundary, as well as plotted Schedule B items including Easements, Right-of-Way, Access and more. The Zip Map can also be used as a marketing exhibit. This product is exclusively for clients of the Fidelity National Title Group.
**Professional Qualifications**

**Brett Moscovitz**

Founder, Owner and President, American Surveying & Mapping, Inc. (ASM)

Director, National Due Diligence Services (NDDS), A Division of American Surveying & Mapping, Inc.

Mr. Moscovitz is the founder and owner of American Surveying & Mapping, Inc. (ASM). In 1983, he began his surveying career in Winter Park, Florida and incorporated ASM in 1992. As ASM’s presence grew across the United States, he expanded into the Caribbean, Latin America and Mexico. As owner of one of the largest privately owned surveying and mapping companies in the country, Mr. Moscovitz began to form strategic relationships. In 2009, he created National Due Diligence Services to become the service provider to the world’s largest title insurer, the Fidelity National Title Group (FNTG). Now, with over 25 years in business, Mr. Moscovitz is recognized as an expert in land surveying, ALTA surveys and the commercial real estate transactional process. He has been instrumental in creating and establishing many of the best business practices for streamlining the land surveying and due diligence services business for a national platform. He has been directly involved in thousands of surveys throughout his career, including residential mortgage surveys as well as large scale, complex commercial portfolios and projects. His expertise and management has included some of the largest projects in the U.S., including multi-family, retail & office, industrial & commercial, energy sector, golf & resort communities, and thousands of acres for land development. He has worked with some of the largest homebuilders and title companies in the country. Understanding industry trends within the commercial real estate industry, he is constantly developing new products and investing heavily in the research and development of new technology. In 2009, Mr. Moscovitz developed the cutting-edge and innovative digital interactive review techniques for simplifying the review process of ALTA Land Surveys. This process has been adopted by many real estate attorneys, developers, capital market advisors & title companies. He has developed continuing education programs for multiple states and presented these programs to national audiences.

**Jason Zagarella**

Chief Financial Officer, American Surveying & Mapping, Inc. (ASM)

Finance, University of Central Florida

Mr. Zagarella is Chief Financial Officer for American Surveying & Mapping, Inc. (ASM). Jason brings over 15 years of financial accounting experience to the company. He was instrumental in all aspects of creating National Due Diligence Services (NDDS), a division of ASM. He helped transform and diversify the business model in taking the company into the national arena. While continuing the company’s local success, he helped form the strategy for creating additional vertical markets. These included forming and budgeting for Assessment and Zoning Divisions of NDDS. This strategy has transformed NDDS into a formidable, full service commercial due diligence firm that continues to see extensive growth year after year.
Mr. Klinkenborg is the Director of Survey Operations for National Due Diligence Services (NDDS), a Division of American Surveying & Mapping, Inc. (ASM). He is a registered professional surveyor in 26 states and a Certified Federal Surveyor (CFedS). He has over 35 years of experience in surveying, topographic, right-of-way, construction lay-out, GPS, ALTA/NSPS, engineering and architectural surveys and more.

Mr. Klinkenborg has more than 30 years of project management and managerial experience. His previous positions have entailed Chief of Surveys, Survey Management, VP of Field Services & Director of Surveying in some of the most respected firms in the nation. In his current role, he is responsible for personnel supervision, field work, budgeting, quality control/quality assurance, training, motivation and evaluation. He is skilled at writing, reviewing and editing legal descriptions and adept at researching municipal, state and federal records. He has supervised the preparation of legal plats and legal descriptions and has been responsible for all preliminary and final surveys required in the conduct of pipeline and energy related projects. He is Certified—Veriforce, Placement of Pipeline Markers & locater of buried pipelines and Certified (NCCER), Pipeline Maintenance Technician V3. As part of his position at NDDS/ASM, he will be available to provide expert client consultation. He is experienced in AutoCAD, Trimble Geomatics Office, TDS and other necessary digital technology to provide the necessary service and exceed the expectations of our high profile client base.

Mr. Fuller is the Director of Operations for National Due Diligence Services (NDDS), a Division of American Surveying & Mapping, Inc. (ASM). He has spent his entire adult life working within the commercial real estate due diligence arena. After graduation from the University of Oklahoma’s College of Architecture in 1989, he began learning the art of land surveying and its affect on commercial real estate transactions and title insurance. As an innovator in the industry and a senior executive with International Land Services, Mark was responsible for the development of many products and services used readily within the industry today. Upon the sale of what later became known as the Outland Group in 2006 to the First American Title Insurance Company, Mark was named FATCO’s first division President over Commercial Due Diligence. His success in business has lead him to be appointed by the Governor of Oklahoma to the State’s Small Business Commission two consecutive years and 10 years at the pleasure of two different Governor’s to the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors.
**Professional Qualifications**

**David Herrin**
National Marketing Director

Young Harris College
University of Georgia
Education System
Mass Communications & Journalism

**Thomas J. Grimms, AICP**
Director,
Zoning Services

Designate:
American Institute of Certified Planners (AICP)
Member:
American Planning Association; Florida and California Chapters

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Mr. Herrin offers over 35 years of experience in public relations, marketing and the real estate industry. This includes ten years as a Georgia Licensed Real Estate Broker with GRS & CCIM designates & a member of RPAC. His experience also includes six years as a Regional Sales Manager for a major, national title insurance company, ten years as marketing consultant and business owner and 8 years as Marketing Director for National Due Diligence Services (NDDS), a division of American Surveying & Mapping, Inc. He has created national marketing, branding and public relations campaigns for numerous sectors of the real estate and related private industries. Mr. Herrin has been instrumental in creating and developing educational, motivational and business development classes for the real estate, legal and title insurance sectors. He is a qualified instructor for Mandatory Continuing Legal Education (MCLE) in multiple states. He has provided hundreds of speaking engagements, nationwide, to Law Offices, Title Insurance & Commercial Real Estate Professionals.

Mr. Grimms, AICP, has over 25 years in urban and environmental planning and has worked in comprehensive planning and current planning also known as land development review. He has worked in the private sector with various consulting firms in Florida and California and was a Co-Principal of a professional consulting firm in Florida. In the public sector he has worked for municipal cities and counties including Director of Community Development Department for a municipality. He has worked as Project Manager for numerous projects in the private sector in California, overseeing the meeting of requirements of the California Environmental Quality Act (CEQA). Also, he was responsible for reviewing permit requests to Sonoma County per California Coastal Commission requirements. He has worked as Project Manager for the preparation of nine municipal Comprehensive Plans in Florida, ensuring they were prepared in accordance with Chapter 186, Chapter 163 Florida Statutes and 9J-5 Florida Administrative Code. He has served as Expert Witness before the Florida Department of Community Affairs on the Development of Regional Impact involving issues of need determination, timing of development, urban sprawl, financial capability, wetlands and protective species preservation and concurrency. In the public sector, Mr. Grimms has reviewed a range of residential, commercial and industrial projects to encourage innovation, where possible, and to ensure that City Regulations were met. He is a member of the American Planning Association; Florida and California Chapters, and is a member of the American Institute of Certified Planners (#8230). He is a published author in Florida Planning Magazine and has served on the Advisory Committee on Certification/Licensing of Florida Planners.
Mr. Long has more than 18-years of experience in environmental investigation and assessment, property assessment and building forensics. Mr. Long has managed hundreds of Environmental Site Assessments (ESAs) and Property Condition Assessments (PCAs) nationwide including gas stations, dry cleaners, hotels, shopping malls, retail centers, high rise office buildings, multifamily residential, amusement parks, resorts, hospitals, industrial manufacturing facilities, assisted livings, government facilities, agricultural facilities, automobile dealerships, renewable energy projects and large land tracts.

He is an accomplished manager of numerous environmental assessment, remediation and monitoring projects with demonstrated knowledge of the principles, practices, technology, regulation and methods of environmental management and sustainability. His environmental background includes a detailed understanding of assessing risk associated with hazardous and regulated materials storage, use generation and disposal, above ground and underground storage tanks, polychlorinated biphenyls (PCBs), asbestos-containing materials (ACM), lead-based paint (LBP), mold and radon. Mr. Long has managed numerous subsurface investigations to assess the horizontal and vertical extent of soil and groundwater contamination as well as monitoring and reporting groundwater and surface water contamination. He is a certified environmental manager, certified environmental consultant, certified asbestos inspector, asbestos project management planner and asbestos project designer. He is also trained and experienced in wetland delineation, stream condition assessment, lake condition assessment, soil sampling, surface water sampling and groundwater sampling.

Mr. Long is experienced in assessing site improvements, building structures and envelopes, mechanical, electrical and plumbing systems for evidence of deferred maintenance or problematic or deleterious materials. He is also skilled in identifying anticipated expenditures and preparing anticipated replacement reserve schedules.
Professional Qualifications

**LICENSED SURVEYORS**

Charles Beresford  
Colorado

Kevin Blake  
Connecticut  
Massachusetts  
Maine  
New Hampshire  
Rhode Island  
Vermont  
New Mexico  
Colorado

Alan Caviness  
California  
Texas

Adam Christenberry  
Indiana

Christian De Guzman  
California  
Washington  
Texas

William R. Reeves, Jr  
Virginia  
Delaware  
North Carolina  
Maryland

Barry Willis  
Michigan

Tony Downs  
Florida

Jim Flick  
Florida

Jim Boleman  
Florida

L.J. Requinton  
California  
Washington  
Texas

**LICENSED SURVEYORS**

Derek J. Klinkenberg  
Alabama  
Arizona  
Arkansas  
California  
Colorado  
Idaho  
Kansas  
Kentucky  
Mississippi  
Missouri  
Montana  
Nebraska  
Nevada  
New Mexico  
North Carolina  
North Dakota  
Ohio  
Oklahoma  
South Dakota  
Tennessee  
Texas  
Utah  
Virginia  
Washington  
West Virginia  
Wisconsin  
Wyoming  
CFedS

John Leon  
New Jersey

Brett Moscovitz  
Florida

Frank Pakainis  
Nebraska

Xavier Aguirre  
Florida

Wayne Schutz  
Illinois  
Wisconsin
**Insurance and Licensing**

**NDDS** maintains high levels of insurance and specific licensing for your project needs. Please refer to the last page for the insurance document.

### General Liability

- **$3 Million** Professional Liability Occurrence
- **$2 Million** Commercial General Liability Aggregate
- **$2 Million** Products-Completed Operations Aggregate
- **$2 Million** Umbrella Liability Policy
- **$1 Million** Commercial General Liability Occurrence

### Auto Liability

- **$1 Million** Combined Single Limit

### Workers Compensation and Employer Liability

- **$1 Million** Each Accident
- **$1 Million** Disease Related to Job Incident
- **$1 Million** Each Employee

### Licensing

**NDDS** staff members hold a variety of certificates and licenses. For more information please refer to the professional qualifications section.
Corporate Contact Information

Corporate Headquarters

3191 Maguire Boulevard
Suite 200
Orlando, FL 32803

Toll Free 877-439-2582
Office 321-527-2130
Fax 407-426-9741

Customer Service Department:

(877) 439-2582 (4EZ-ALTA)

Web Address

www.nationalduediligenceservices.com
**CERTIFICATE OF LIABILITY INSURANCE**

**PRODUCER**
Commercial Lines – (407) 481-1613
USI Insurance Services National, Inc.
301 East Pine St
Orlando, FL 32801

**INSURED**
American Surveying & Mapping, Inc.
3191 Maguire Blvd. Suite 200
Orlando, FL 32803

**CONTACT**
Certificate Department
PHONE (AC, No. Ext): 813 693 3000
E-MAIL ADDRESS: clw.certrequest@usi.com

**INSURER(S) AFFORDING COVERAGE**

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**CERTIFICATE NUMBER:** 13140674

**REVISION NUMBER:** See below

**COVERAGES**

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**CERTIFICATE HOLDER**

American Surveying & Mapping
3191 Maguire Blvd. #200
Orlando, FL 32803

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**AUTHORIZED REPRESENTATIVE**

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