

# Thank you for your submission



In order for our underwriters to provide you with a quote in a timely manner, please ensure that all of the below information is included, in an editable format, within your submission.

Please note that incomplete submissions lead to increased back-and-forth communication and scanned/pdf documents take longer to process.



## 1. Application Document - Including:

- Name and Addresses of Insured and Broker
- Description of Insured's Business Operations
- Organizational Chart of Named Insureds (as applicable)
- Revenues/Sales – Broken Down by Geographical Region and Product Class
- List of Additional Interests: Loss Payees or Mortgagees
- List of Coverages and Limits Requested



## 2. Statement of Values:

List of Individual Locations - Including:

- Occupancy Description (tenant list if applicable)
- Associated Values for Each Location:
  - Building
  - Equipment
  - Contents
  - Stock/Merchandise
  - Business Interruption
- COPE Information:
  - Year Built [including building updates, especially if building is >25 years old – e.g. heating, electrical, plumbing systems and roof]
  - Construction Type (RMS preferable)
  - Number of Floors in Building
  - Square Footage of Building
  - % of Square footage unoccupied/vacant
  - Number of Basement Levels
  - % of Building Sprinklered
  - Description of occupancy



## 3. Loss History: Itemized most up-to-date loss history [5 years minimum] including:

- Brief description of individual claims
- Policy Year
- Date of Loss / Notification
- Status of Claim
- Paid Amount
- Total Incurred Amount



## 4. Updated Risk Engineering/Fire Prevention Reports

- Including recommendations where available and status of compliance by insured..



## 5. Additional Documents Useful to Include in Submissions

- Updated Financial Report, if available
- Product Liability Questionnaires [if applicable]