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**A complete submission means faster turn-around-time and
the best terms and pricing possible.**

Submission Checklist

- Fully completed applications w/ any applicable supplements?
- Who is the expiring carrier?
- Is the account being non-renewed or canceled? If so, why?
- Expiring premium? Target premium?
- Are you the incumbent agent?
- Have all your standard markets declined to quote?
- Detailed description of operations and premium basis (payroll, revenues, sub costs, etc.)
- Loss runs w/ details on any losses, particularly on losses in excess of \$25,000
- Expiring information such as limits, deductibles, retro date (if applicable), primary/noncontributory, blanket AI, waiver of subrogation, per project aggregate, etc.
- Building updates, protection class, year built, construction type
- Have other brokers been approached? If so what markets have been approached?
- Need by date?