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INFORMATION NEEDED TO QUOTE

Provide copies of all policies to be quoted such as:

- Garage Liability
- Work Comp
- Business Auto
- Commercial Property
- EPLI (Employment Practices Liability Insurance)
- E&O (errors and omissions insurance)
- Business Income form (business interruption insurance)
- Inland marine
- Off Premises Coverage
- Umbrella

Any other coverages please call

Business Information:

- List of all business entity names, D/B/A's, addresses, and FEIN #'s.
- Gross Annual Sales for each, both previous year and current year-to-date.
- 2 financial statements (previous month and year end previous year)
- Current year interim balance sheet (for EPLI & Crime Coverage)
- Loss Runs for 5 years for all Policies
- Description of each – what is the business conducted and the relationship between entities.
- Number of dealer license plates by Location/Franchise
- Last 12 months inventory values (New & Used) by Dealership (Franchise) &/or by location

Business Properties:

- List of all building and property locations and values per location. (dealer or current agent may have an excel spreadsheet with this info.) Also include business income and contents (e.g. computers, furniture, fixtures, and equipment etc.)
- Building Age or Year of construction for all buildings also date of any new updates (e.g. roofs, new image remodeling, etc.) If over 15 years old, need to know if roofs, electrical, and plumbing have been updated.
- Square footage and construction type (walls and roofs) for all buildings.
- Fire/Theft protection – Sprinklers? Burglar alarm / Fire alarm with connection to a central/police station?
- What type of security for dealer lots? (e.g. Fences, Poles, gates, blocked entrances, camera's, security guard, building alarmed)
- Security of Keys? (e.g. Key machine, peg board, lock boxes, etc.)

Auto Fleet:

- Need list of vehicles (include) – Year Make, Model, Full Vin #, cost new
- Location of vehicles / address (if in different counties costs savings could apply)
- Drivers list – Name, DL#, Birth Date, State

Work Comp:

- Estimated Annual Payroll by classification of employees and by **State**
- Number of employees per each Job classification
- Experience Mod worksheet 2017, 2018, and 2019 – we can order if you provide us a letter requesting
- Details of claims over \$25,000

Other information may be needed after review