

BROKER/AGENT MINIMUM SUBMISSION REQUIREMENTS

Send all submissions to:

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FOR ALL COVERAGE LINES

- ACORD applications or applications from other carriers will be accepted (except as noted in the Coverage Line Specification section)*
- Coverage specifications for all lines
- Cover memo describing current operations, loss control efforts, assigned risk manager, employee safety training, the account's "hot buttons," and any other pertinent information
- Currently valued loss runs for all lines (past five years at minimum)
 - Exposure values for the past 5 years, if possible
- Financials (minimum of latest two concurrent years)
- Websites
- Target premium (specify whether this includes/excludes commission and at what percentage)

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COVERAGE LINE SPECIFICATIONS

Property

Statement of Values (must be in Microsoft Excel format*) to include minimum of:

1. Occupancy
2. Construction type
3. Flood zones
4. Year of appraisal
5. Building/personal property limits per building
6. Business income per location

General Liability

1. Application/survey describing exposures
2. Church Mutual Sexual Molestation Questionnaire* (may require teleconference with CMIC underwriter)
3. Rating basis (must be in Microsoft Excel format*); for example, number of students for schools, square footage for churches or colleges, number of sites for cemeteries, etc.

Professional Liability

1. Church Mutual Application for Directors, Officers & Trustees Liability, Educators' Liability, and Employment Practices Liability*
2. Articles of Incorporation/Bylaws (optional, unless specified by the underwriter)

Auto

Microsoft Excel spreadsheet to include:

1. Automobile year, make, model and VIN
2. Garaging location
3. Number of passengers able to be seated (if a bus or van)
4. List of drivers, including their ages and driver's license numbers

Workers' Compensation

Microsoft Excel spreadsheet or ACORD application to include:

1. Codes with corresponding payroll
2. FEIN
3. Locations with addresses
4. Experience modification factor
5. Number of employees