



Personal Lines Check List

AUTO:

- Copy of this check list
- Personal Line Applications
- Copy of all Drivers' License in black and white and information listed below if not legible
- Copy of all vehicle registrations
- Copy of all previous policy Declaration Pages which provides Evidence of Prior Insurance
- Copy of payment stub or Loan information pertain to each vehicle including Bank information, loan number, and address
- Pictures of each vehicle on all four sides
- Signed Applications to include the UIM/UM acceptance or rejection, signed ACCORDS, EFT forms and any other forms requested by the carrier at the time of binding

HOME:

- Copy of Check list
- Personal lines Application
- County Assessors Report
- Loan or HUD 1 statements showing additional insured/loss payee/mortgagee information
- Copy of current policy Declarations Pages
- Pictures from all four sides exterior (required) internal upgrades such as tile/stone/marble (suggested)
- Signed ACCORD and policy applications
- Evidence of Sprinklers/Central Alarm, Fire, Burglar (UL Certificates) for credits

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