

## AGENT NEW BUSINESS UNDERWRITING CHECKLIST

- Completed and signed new business application
- Supplemental Application (General Risk Information)
- Public Automobile Addendum (if applicable)
- Taxi, Limousine, Car Service Application and Underwriting Inspection Form (if applicable)
- Trucker/Motor Carrier Addendum (if applicable)
- Principal Place of Business
- Non-Fleet Private Passenger Type Certification Form (if applicable)
- Additional Insured (if applicable)
- Operator Exclusion Form (if applicable)
- Collected required deposit premium
- Stamped Registration Title Application (RTA) (if applicable)
- Parking Lease or Permit Agreements
- Property Lease Agreement (if applicable)
- Completed Finance Agreement
- Driver/Employee Listing including translated copies of foreign driver's licenses
- Contracts that support vehicle classification
- Copies of trip logs for prior three months (if applicable)
- International Fuel Tax Agreements (IFTA) for prior year (if applicable)
- Proof of residence such as, lease agreement, utility bill, Commonwealth of MA database printout, tax filing information
- Completed Prior Policy Information section of the new business application at time of submission for experience rating purposes.
- Verification there is no owed premium with the Registry of Motor Vehicles
- Copies of loss runs