



W. BROWN & ASSOCIATES

Property & Casualty Insurance Services
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Submission Checklist

General Liability Submission

- Acord Application** (Please include prior carrier info. if available)
- Carrier-prepared Loss Runs** (Loss runs for the last 5 years valued within past 90 days)
- Product brochures** (if available)
- Website address** (if available)
- Contractor's Questionnaire** (If applicable)

Professional E&O Submission

- E&O application**
(A specific company form may be required.)

Excess / Umbrella Submission

- Acord Application** (include GL and Umbrella sections)
- Product brochures** (if available)
- Website address** (if available)
- Contractor's Questionnaire** (If applicable)
- Carrier prepared loss runs for the last 5 years**
(Underlying primary GL along with AUTO loss runs if the excess is over the auto liability)
- Description of operations for each named insured.**

Please include the underlying carrier name, policy limits, term and premium (when available).

Property Submission

- Acord Application**
 - age of building**
 - square footage**
 - number of stories**
 - protection class**
 - building improvements and date updated** (e.g. plumbing etc.)