



BOLLINGER SPORTS & LEISURE

Renewal Business Checklist

Our ability to provide the best terms and conditions for a club is based upon receiving a complete and timely submission. While we endeavor to provide our best quote and coverage conditions, the content of the submission we receive usually dictates how effectively we can underwrite the risk.

We are providing this checklist to aid you in you in the renewal process for the business you have placed with RPS Bollinger. Please endeavor to provide the following items to us at least 45 days prior to the renewal date.

Completed Acord 125 application signed by the broker.

RPS Bollinger Club Questionnaire (attached), completed and signed by the insured.

An updated Statement of Values Worksheet (attached), signed by the insured.

Business Income Worksheet

An updated schedule of the Club's maintenance equipment with Replacement Cost Values.

If Automobile is currently written and if not previously provided, copies of vehicle registrations for DMV reporting. (AZ, AR, CA, DC, FL, GA, KS, KY, LA, MA, MD, NC, NM, NV, NY, OR, UT, VA).

If currently written, submit a Management Liability Renewal Business Application and the Golf Courses & Clubs Questionnaire (attached), all signed by insured, with a copy of current 5500's.

Current audited financials or an income and expense statement.

If any of the following coverages are not written through our program and you're interested in a quote, please contact your underwriter for applications/questionnaires

- Limited Pollution Liability (including 3rd party off-site clean-up)
- Above Ground Storage Tank Liability
- Directors & Officers / Employment Practices Liability / Fiduciary Liability
- Workers Compensation

Supplemental Questionnaires can be located at: www.RPSBollinger.com

Contact: RPS Bollinger Sports & Leisure

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