

# New 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 your new business submission process. It can be followed to ensure we receive a complete submission. This will enable us to process your request for a proposal promptly and efficiently.

- Completed Acord applications, signed by the broker, on all lines of business that are being submitted. The Club's FEIN must be included.
- Completed and signed RPS Bollinger Club Questionnaire
- Statement of Values Worksheet with complete COPE (Construction, occupancy, protection, exposure) information, including number of stories, square footage, and year of construction for all buildings to be covered. If the main building is older than 10 years, please provide renovation dates and specifics.
- Four year hard copy company loss runs – plus current year – for each coverage line to be quoted.
- Most recent audited financials or income and expense statement.
- Auto Acord applications must include a copy of driver(s) MVR and zip codes for each vehicle.
- A Replacement Cost schedule of the Club's maintenance equipment
- Business Income Worksheet
- Completed and signed supplemental applications/questionnaires must be provided if a quote is requested for any of the following coverage:
  - o Limited Pollution Liability
  - o Above Ground Storage Tank Liability
  - o Workers' Compensation (Acord 130/NCCI Experience Mod. Sheet/RPS Bollinger Questionnaire)
  - o Directors & Officers Liability/Employment Practices Liability (not for profit/for profit available)/Fiduciary Liability (including 5500's)

Supplemental Questionnaires can be located at: [RPSBollinger.com](http://RPSBollinger.com)

## Contact: Club Program Division

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