



Best Practices for Best Commercial Lines Submissions

To streamline the quoting process, we have compiled a list of items we need for commercial binding & commercial brokerage submissions.

- ☐ Narrative - tell us the story
 - ☐ WHO writes the coverage now or is this a new venture?
 - ☐ WHAT is the story? Is it being non-renewed/cancelled and why? Are any standard carriers offering terms?
(Please include non-renewal or cancellation notice)
 - ☐ WHEN - Need-by dates/timelines
- ☐ Fully completed Acord and supplemental applications
- ☐ Currently valued loss runs (ideally 5 years)
 - ☐ Details of any past claims
 - ☐ What happened? Is the damage repaired? What preventative measures have been implemented?
- ☐ Building valuations & photos (if applicable)
- ☐ Insured website (if applicable)
- ☐ Target/expiring pricing/terms & conditions

NOTE: Some classes of business may have additional items needed to quote that will be identified by the underwriter/broker. This list is specific to our commercial binding and brokerage departments. Other Arlington/Roe departments will have different items needed to quote that will be identified by the underwriter/broker in that department.

PRACTICE AREAS



Aviation



Bonds



Commercial Brokerage



Commercial Binding



Farm & Ranch



Healthcare & Human
Services



Personal Lines



Professional Liability



Transportation



Workers' Compensation

SPECIALTIES



Auto Recyclers



Cannabis



Commercial Ag



Environmental



Standard Business

The checklist on the opposite side is specific to our commercial binding and brokerage departments. Other Arlington/Roe departments listed above will have different items needed to quote that will be identified by the underwriter/broker in that department.

