



Best Practices for 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.