

# Business Insurance Review

Date \_\_\_\_\_

Business name \_\_\_\_\_

DBA's \_\_\_\_\_

Type of entity (corporation, sole proprietor, partnership, other) \_\_\_\_\_

Do you have any other entities which own property or operate any part of your business? \_\_\_\_\_

Does our policy show all locations that you own or occupy? \_\_\_\_\_

Have we listed all of the correct parties in your policies? (mortgagees, loss payees, lessors, franchisors, parties to contracts, customers, supplies, etc.) \_\_\_\_\_

Have you signed any written contracts, agreements or leases with contractors, subcontractors, customers, suppliers or others? \_\_\_\_\_

Have you or do you plan to purchase, lease or borrow any major items of equipment? \_\_\_\_\_

Do you have any plans to own or occupy any new locations or renovate or expand existing locations? \_\_\_\_\_

Do you have any significant fluctuations in inventories? \_\_\_\_\_

What can we do better? \_\_\_\_\_

## Property Coverages

Your buildings are insured at:

Replacement cost \_\_\_\_\_

Actual cash value \_\_\_\_\_

Functional replacement cost \_\_\_\_\_

Agreed value \_\_\_\_\_

Your contents are insured at:

Replacement cost \_\_\_\_\_

Actual cash value \_\_\_\_\_

Functional replacement cost \_\_\_\_\_

Agreed value \_\_\_\_\_

Your coinsurance clause is \_\_\_\_\_

Deductible \_\_\_\_\_

Your cause of loss form is \_\_\_\_\_

Other coverages:

- Signs \_\_\_\_\_
- Outdoor property (fences, antennas, flag poles, docks) \_\_\_\_\_
- Glass breakage \_\_\_\_\_
- Contingent operation of building codes \_\_\_\_\_
- Additional debris removal \_\_\_\_\_
- Peak season or reporting forms \_\_\_\_\_
- Improvements & betterments \_\_\_\_\_
- Spoilage & temperature damage \_\_\_\_\_
- Boilers or mechanical breakdown \_\_\_\_\_
- Loss of money & securities by destruction \_\_\_\_\_
- Valuable papers & records \_\_\_\_\_
- Accounts receivables \_\_\_\_\_
- Owned vehicle – physical damage \_\_\_\_\_
- Owned aircraft – physical damage \_\_\_\_\_
- Owned watercraft – physical damage \_\_\_\_\_
- Transportation coverage, in or out \_\_\_\_\_
- Mobile property \_\_\_\_\_
- Property of others \_\_\_\_\_
- Installation floater \_\_\_\_\_
- Builders risk coverage \_\_\_\_\_
- Computer hardware, software, media, data \_\_\_\_\_
- Federal flood insurance \_\_\_\_\_
- Earthquake \_\_\_\_\_
- Back up of sewer & drain \_\_\_\_\_
- Mold / Bacteria / Fungi \_\_\_\_\_

Who determined values of property? \_\_\_\_\_

Do you feel your limits can replace your property based on the type of value you are insuring? \_\_\_\_\_

Do you ever take property off premises? \_\_\_\_\_

Do your employees ever use their own tools or equipment? \_\_\_\_\_

Do you ever rent, borrow or lease property? \_\_\_\_\_

### Business Income

Business income? Yes \_\_\_\_\_ No \_\_\_\_\_

Limit \_\_\_\_\_

Type of form:

- Monthly limit \_\_\_\_\_
- Maximum period of indemnity \_\_\_\_\_
- Coinsurance \_\_\_\_\_
- Hourly deductible \_\_\_\_\_

Is extra expense coverage included? Yes \_\_\_\_\_ No \_\_\_\_\_

Is rental income coverage included? Yes \_\_\_\_\_ No \_\_\_\_\_

You have optional coverage for:

- Off premises power & utility interruption \_\_\_\_\_
- Mechanical breakdown or boiler \_\_\_\_\_
- Computer mechanical or electrical breakdown \_\_\_\_\_
- Contingent business interruption \_\_\_\_\_
- Extended period of indemnity \_\_\_\_\_
- E-commerce / Web page loss \_\_\_\_\_

How long would it take to rebuild if you had a serious fire or other loss covered by our policy? \_\_\_\_\_

### Liability Coverages

Commercial general liability Yes \_\_\_\_\_ No \_\_\_\_\_

Includes:

- Products and completed operations \_\_\_\_\_
- Personal injury protection \_\_\_\_\_
- Contractual liability \_\_\_\_\_
- Fire legal liability \_\_\_\_\_
- Independent contractors \_\_\_\_\_
- Medical payments \_\_\_\_\_
- Voluntary property damage \_\_\_\_\_
- Employees as additional insureds \_\_\_\_\_
- Limits: per occurrence \_\_\_\_\_
- Products aggregate \_\_\_\_\_

Aircraft liability Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_

Watercraft liability Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_

Liquor liability Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_

Limits: per occurrence \_\_\_\_\_

Products aggregate \_\_\_\_\_

Automobile liability Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_

Includes:

- Owned automobiles \_\_\_\_\_
- Non-owned automobiles \_\_\_\_\_
- Hired automobiles \_\_\_\_\_
- Hired automobiles – physical damage \_\_\_\_\_
- Liability for persons with company cars \_\_\_\_\_
- Underinsured / uninsured \_\_\_\_\_
- Limits: \_\_\_\_\_

Garage liability Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_

Umbrella / Excess liability Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_  
Limits: \_\_\_\_\_

Directors & Officers liability Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_

Professional liability Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_

Garage / Marina legal liability Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_

Pollution liability Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_

Mold / Bacteria / Fungi Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_

Do you hire subcontractors or independent contractors? \_\_\_\_\_

Do you collect certificates of liability coverage from these contractors and verify they have limits equal to your own? \_\_\_\_\_

Is this policy auditable? \_\_\_\_\_

Are you interested in proposals for higher limits of liability on any of the above coverages? \_\_\_\_\_  
\_\_\_\_\_

### Employee Coverages

Workers compensation            Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_

Employer's liability limits \_\_\_\_\_

Do you have coverage for owners? \_\_\_\_\_

You have optional coverage for:  
Broad form all states \_\_\_\_\_  
Maritime, longshoremen & harbor workers \_\_\_\_\_

Employee benefits:  
Group life, health & disability \_\_\_\_\_  
Business life & disability \_\_\_\_\_

Other concerns:  
Employee benefit liability \_\_\_\_\_  
Fiduciary liability (ERISA) \_\_\_\_\_  
ERISA dishonesty bond \_\_\_\_\_  
Employee dishonesty \_\_\_\_\_  
Employee discrimination / termination / harassment liability \_\_\_\_\_

Do you hire subcontractors or independent contractors? \_\_\_\_\_

Do you collect certificates of workers compensation coverage from these contractors? \_\_\_\_\_  
\_\_\_\_\_

Are you interested in proposals for higher limits of liability on any of the above coverages? \_\_\_\_\_  
\_\_\_\_\_

Do you lease employees? \_\_\_\_\_

Is this policy auditable? \_\_\_\_\_

I have reviewed the coverages listed on these sheets. My choices are marked. The Business Insurance Review is only a summary of coverages. For specific terms and restrictions refer to the individual policy and coverage forms.

Client \_\_\_\_\_ Representative \_\_\_\_\_