



# New Business Checklist

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## Farm Policy

### Items required to issue a policy:

- Completed application signed by agent and policyholder
- 911 address or responding fire department and distance to fire hydrant
- Current photos of all buildings; must show all sides and be properly labeled
- Completed and e-mailed farm quote (with the file extension .quo or .fq2 at the end of the file name)

### Additional items:

- Loss History – 3 years hard copy
- Complete diagram of all locations showing all buildings and distances between them
- Replacement cost estimator for any dwelling and replacement cost value for all outbuildings
- Completed Agribusiness Unscheduled Farm Personal Property Addendum
- Coal and Wood Burning Stove Report, Confinement Operation Report, Mobile Home Tie Down Report, Swimming Pool/Trampoline Questionnaire and Time Element Questionnaire when applicable
- Valuable Personal Articles: Appraisals on jewelry over \$5,000, fine arts or antiques over \$5,000 and furs over \$2,500

### Items required to issue an equine policy:

- Equine Questionnaire
- Equine Care Custody Control questionnaire when applicable
- Equine Hold Harmless agreement when applicable
- Equine Boarding agreement when applicable

## Auto Policy

- Completed application signed by the agent and policyholder (Accord 127 and 137 for Commercial Auto)

## Excess Policy

- Completed application signed by the agent and policyholder (Accord 131 for Commercial Umbrella/Excess)