



## COMMERCIAL PROPERTY CHECKLIST

<b>Insured</b>		<b>Effective Date:</b>	
<b>Commercial Property and Liability Insurance</b>		<b>Producer Code:</b>	
	<b>Must Meet All the Conditions Laid in the Quote by Insurer before Instructing to Bind</b>		
	<b>Completed Application Signed by All the Owners</b>		
	<b>Signed Copy of Quote</b>		
	<b>Copy of Article of Incorporation (Must)</b>		
	<b>Payment Plan Chosen</b>		
	<b>Any Mortgagee, Additional Insured, Lessor, Lien holder, Certificate Holder</b>		
	<b>Privacy Consent Form</b>		
	<b>Pictures</b>		
	<b>PAP Authorization Form Signed by the Person Who Owns the Account and Insured</b>		
	<b>Alarm Certificate</b>		
	<b>Make Sure Before Issuing the Binder that All Conditions of Policy are Met</b>		
	<b>All Documents are on File</b>		
	<b>Survey</b>		
	<b>Notes</b>		
	<b>Complete file given to Commercial CSR / Account Manager</b>		

**Office Notes:**

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 Producer Name & Signature