



Property Checklist

Insured		Effective Date:	
Home, Condo or Tenants Insurance		Producer Code:	
	Meets all the underwriting guidelines set by insurer.		
	Dully filled Habitation Application signed by all the owners.		
	RCT/ITV		
	HITS- No hits in case of Aviva, Economical or Waterloo		
	Dully completed and signed Payment Authorization Form		
	Alarm Certificate, if No Certificate, NO Discount. confirm if monitored for fire and/or burglar		
	Privacy Consent Form		
	Copy of Quote		
	Client Profile		
	Signed Non Smoker Form		
	Claims and conviction section initialized by all named insured.		
	Sewer Back up limits initialized by clients and producer		
	Notes are added to Power Broker for pending documents, other notes		
	Pictures		
	Identity theft coverage		
	Notes(e.g. approved by etc. or some other instructions)		
Rental Dwelling Insurance(Additional to Above)			
	Rental dwelling Questionnaire.		
	Copy of Lease Document		

Notes:

Office Notes:

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 Producer Signature