

BOLLINGER INC.

101 JFK Parkway, Short Hills, NJ 07078

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CLUB INSURANCE PROGRAM SUBMISSION GUIDELINES

In order for us to provide you with a quotation for your Club, we require the following information forty-five (45) days prior of effective date of coverage:

- Completed Acord Applications signed by broker on all lines of business to be quoted including Crime application AND Club General Questionnaire signed by Insured. MUST include Club's FEIN # (*Federal Employer Identification Number)
- Must include COPE (construction, occupancy, protection, exposure) including number of stories, square footage and year built of ALL buildings to be covered. If main building over 10
- years confirm renovation dates for wiring, roofing, heating and plumbing.
- Automobile (if coverage requested) MUST include copy of current driver (s) MVR (motor vehicle record). Zip code must be given for each vehicle.
- Statement of Values-listing building & contents separately, occupancies and construction of each. Must be signed by insured.
- Current, Audited Financial Statement or Income and Expense Statement
- Workers Compensation Application including Experience Modification Worksheet. (not available in all States including NJ and FL)
- Completed Pesticide/Herbicide Applicators Questionnaire (if applicable)
- Completed Directors & Officers Liability Application (Member Owned-Non-Profit Only) along with By-Laws & House Rules.
- Fiduciary Liability Questionnaire if ERISA is desired. (if applicable)*
- Schedule of Club's maintenance equipment with Replacement Cost Values (if applicable).
- Four-year hard copy loss information for each coverage being requested. Workers Compensation requires current experience rating worksheet.

In order to provide our most competitive quotation please advise your

Target Premium:_____.

Supplemental Applications Enclosed

Submnb.

9/06