

HRF Program Submission Checklist

- **ACORD applications (125, 126, 131)**
- **Habitational Supplemental Application (need 1 for each location)**
- **HNOA Supplemental Application, or Automobile Supplemental App (if insured has owned autos)**
- **Schedule of Location Spreadsheet (i.e. SOV) if more than 5 locations**
- **5 years currently valued (within 90 days) General Liability loss runs including details of any open losses, as well as any closed losses over \$25k incurred**
- **5 years currently valued (within 90 days) Umbrella loss runs if there are any losses on GL runs reflecting over \$500k incurred**
- **5 years currently valued (within 90 days) Auto Liability loss runs including details of any open losses, as well as any closed losses over \$25k incurred**
- **Copy of Lease for any ground floor commercial retail/mercantile tenant (Note: Lease should include insurance requirements reflecting AI status, Hold harmless and Indemnification wording in insureds favor and 1/2/2M GL Limits)**
- **Copy of recently executed (or at least a sample) outside vendor agreement... i.e. maintenance or snow removal, etc.. (Note: Contract should include insurance requirements reflecting AI status, Hold harmless and Indemnification wording in insureds favor and 1/2/2M GL plus 1M XS Limits)**
- **Underlying Quotes: General Liability and Auto Liability (if applicable)**
- **Expiring Excess Limits, Expiring Excess Premium(s) and Expiring Excess Carrier(s)**
- **Expiring GL Carrier and Expiring GL Premium**
- **Expiring # of Units and Expiring Square Footage**