

**Auditing of Agents  
Quarter 4 of 2020**

**Endorsement Auditing**

**Policy #41018A01: Phillips – Delete coverage**

<b>Yes</b>	Fully completed request form (email, word or PDF)with effective date of change
<b>N/A</b>	MVR and Autoplus for any operators being added to the policy, experience letter if driver history is not on Autoplus
<b>N/A</b>	Driver training certificate if applicable
<b>N/A</b>	Copy of Ownerships for all vehicles being added onto policy
<b>N/A</b>	Copy of Bill of Sale for any vehicles with OPCF 43 or OPCF 43A Coverage
<b>N/A</b>	Any lienholder or lessor changes are accompanied with a release/change letter from the lienholder/lessor
<b>N/A</b>	Any named insured changes are accompanied with new copies of the ownership where applicable
<b>N/A</b>	Supplementary forms completed and/or signed if applicable
<b>N/A</b>	Agent has contacted underwriting for approval if the risk is not within binding authority and a remark has been noted on endorsement of the conversation
<b>N/A</b>	If there is any information not enclosed with the endorsement, a note has been made that the document has been requested and will follow as soon as received
<b>N/A</b>	Document any coverage you suggested that was declined by insured (example: Protection Plus is a coverage that everyone should have, therefore if you offered it and the insured does not want it, make note of this)

**Policy #52318A02: Murmar Construction – Substituting Trailer**

<b>Yes</b>	Fully completed request form (email, word or PDF)with effective date of change
<b>N/A</b>	MVR and Autoplus for any operators being added to the policy, experience letter if driver history is not on Autoplus
<b>N/A</b>	Driver training certificate if applicable
<b>Yes</b>	Copy of Ownerships for all vehicles being added onto policy
<b>Yes</b>	Copy of Bill of Sale for any vehicles with OPCF 43 or OPCF 43A Coverage
<b>N/A</b>	Any lienholder or lessor changes are accompanied with a release/change letter from the lienholder/lessor
<b>N/A</b>	Any named insured changes are accompanied with new copies of the ownership where applicable
<b>N/A</b>	Supplementary forms completed and/or signed if applicable
<b>N/A</b>	Agent has contacted underwriting for approval if the risk is not within binding authority and a remark has been noted on endorsement of the conversation
<b>N/A</b>	If there is any information not enclosed with the endorsement, a note has been made that the document has been requested and will follow as soon as received
<b>N/A</b>	Document any coverage you suggested that was declined by insured (example: Protection Plus is a coverage that everyone should have, therefore if you offered it and the insured does not want it, make note of this)

**Policy #52452A01 Arnold - Add Vehicle**

<b>Yes</b>	Fully completed request form (email, word or PDF)with effective date of change
<b>N/A</b>	MVR and Autoplus for any operators being added to the policy, experience letter if driver history is not on Autoplus
<b>N/A</b>	Driver training certificate if applicable
<b>Yes</b>	Copy of Ownerships for all vehicles being added onto policy
<b>Yes</b>	Copy of Bill of Sale for any vehicles with OPCF 43 or OPCF 43A Coverage
<b>N/A</b>	Any lienholder or lessor changes are accompanied with a release/change letter from the lienholder/lessor
<b>N/A</b>	Any named insured changes are accompanied with new copies of the ownership where applicable
<b>N/A</b>	Supplementary forms completed and/or signed if applicable
<b>N/A</b>	Agent has contacted underwriting for approval if the risk is not within binding authority and a remark has been noted on endorsement of the conversation
<b>N/A</b>	If there is any information not enclosed with the endorsement, a note has been made that the document has been requested and will follow as soon as received
<b>N/A</b>	Document any coverage you suggested that was declined by insured (example: Protection Plus is a coverage that everyone should have, therefore if you offered it and the insured does not want it, make note of this)

**Policy # 42779P01: Callaghan Cancellation**

<b>Yes</b>	Fully completed request form (email, word or PDF)with effective date of change
<b>N/A</b>	Any mortgage changes or named insured changes are accompanied with a copy of the deed or a lawyers letter requesting the change
<b>N/A</b>	Copy of the evaluator for dwelling building and any other buildings insured
<b>N/A</b>	Supplementary forms completed and/or signed if applicable
<b>N/A</b>	Appraisals are provided for any scheduled items
<b>N/A</b>	Agent has contacted underwriting for approval if the risk is not within binding authority and a remark has been noted on the application of the conversation
<b>N/A</b>	If there is any information not enclosed with the endorsement, a note has been made that the document has been requested and will follow as soon as received
<b>N/A</b>	Document any coverage you suggested that was declined by insured (example: Combined Limit is an important coverage, therefore if you offered it and the insured does not want it, make note of this)

**Policy # 52986F01: Crosier – Amend Coverage**

<b>Yes</b>	Fully completed request form (email, word or PDF)with effective date of change
<b>N/A</b>	Any mortgage changes or named insured changes are accompanied with a copy of the deed or a lawyers letter requesting the change
<b>N/A</b>	Copy of the evaluator for dwelling building and any other buildings insured
<b>N/A</b>	Supplementary forms completed and/or signed if applicable

<b>N/A</b>	Appraisals are provided for any scheduled items
<b>N/A</b>	Agent has contacted underwriting for approval if the risk is not within binding authority and a remark has been noted on the application of the conversation
<b>N/A</b>	If there is any information not enclosed with the endorsement, a note has been made that the document has been requested and will follow as soon as received
<b>N/A</b>	Document any coverage you suggested that was declined by insured (example: Combined Limit is an important coverage, therefore if you offered it and the insured does not want it, make note of this)

## New Business Auditing

### Policy # 41395A01: Brouwer – New Business

<b>Yes</b>	Fully completed and signed application
<b>No</b>	Privacy form signed by agent and insured
<b>N/A</b>	Completed payment authorization form and void cheque where applicable
<b>Yes</b>	MVR and Autoplus for all operators in household, experience letter if driver history is not on Autoplus
<b>N/A</b>	Driver training certificate if applicable
<b>No</b>	Copy of Ownerships for all vehicles on policy
<b>Yes</b>	Copy of Bill of Sale for any vehicles with OPCF 43 or OPCF 43A Coverage
<b>N/A</b>	Supplementary forms completed and/or signed if applicable <ul style="list-style-type: none"> <li>- Mature discount form completed and signed</li> <li>- OPCF 28A Excluded Driver form</li> <li>- OPCF 19 Limiting the Amount Paid for Loss or Damage Coverages</li> <li>- OPCF 19A Agreed Value of Automobiles</li> </ul>
<b>No</b>	Copy of Broker Quote is strongly recommended in order for Underwriting to match premiums
<b>N/A</b>	Agent has contacted underwriting for approval if the risk is not within binding authority and a remark has been noted on the application of the conversation
<b>N/A</b>	If there is any information not enclosed with the new policy, a note has been made that the document has been requested and will follow as soon as received
<b>N/A</b>	Document any coverage you suggested that was declined by insured (example: Protection Plus is a coverage that everyone should have, therefore if you offered it and the insured does not want it, make note of this)

### Policy # 47243A02: Plumbtree – New Business

<b>Yes</b>	Fully completed and signed application
<b>No</b>	Privacy form signed by agent and insured
<b>N/A</b>	Completed payment authorization form and void cheque where applicable
<b>Yes</b>	MVR and Autoplus for all operators in household, experience letter if driver history is not on Autoplus
<b>N/A</b>	Driver training certificate if applicable
<b>Yes</b>	Copy of Ownerships for all vehicles on policy
<b>N/A</b>	Copy of Bill of Sale for any vehicles with OPCF 43 or OPCF 43A Coverage

<b>N/A</b>	Supplementary forms completed and/or signed if applicable <ul style="list-style-type: none"> <li>- Mature discount form completed and signed</li> <li>- OPCF 28A Excluded Driver form</li> <li>- OPCF 19 Limiting the Amount Paid for Loss or Damage Coverages</li> <li>- OPCF 19A Agreed Value of Automobiles</li> </ul>
<b>Yes</b>	Copy of Broker Quote is strongly recommended in order for Underwriting to match premiums
<b>N/A</b>	Agent has contacted underwriting for approval if the risk is not within binding authority and a remark has been noted on the application of the conversation
<b>Yes</b>	If there is any information not enclosed with the new policy, a note has been made that the document has been requested and will follow as soon as received
<b>N/A</b>	Document any coverage you suggested that was declined by insured (example: Protection Plus is a coverage that everyone should have, therefore if you offered it and the insured does not want it, make note of this)

**Policy # 52452A01: Brouwer – New Business**

<b>Yes</b>	Fully completed and signed application
<b>No</b>	Privacy form signed by agent and insured
<b>Yes</b>	Completed payment authorization form and void cheque where applicable
<b>Yes</b>	MVR and Autoplus for all operators in household, experience letter if driver history is not on Autoplus
<b>N/A</b>	Driver training certificate if applicable
<b>No</b>	Copy of Ownerships for all vehicles on policy – Sent in after with request from UW
<b>Yes</b>	Copy of Bill of Sale for any vehicles with OPCF 43 or OPCF 43A Coverage
<b>N/A</b>	Supplementary forms completed and/or signed if applicable <ul style="list-style-type: none"> <li>- Mature discount form completed and signed</li> <li>- OPCF 28A Excluded Driver form</li> <li>- OPCF 19 Limiting the Amount Paid for Loss or Damage Coverages</li> <li>- OPCF 19A Agreed Value of Automobiles</li> </ul>
<b>No</b>	Copy of Broker Quote is strongly recommended in order for Underwriting to match premiums
<b>N/A</b>	Agent has contacted underwriting for approval if the risk is not within binding authority and a remark has been noted on the application of the conversation
<b>N/A</b>	If there is any information not enclosed with the new policy, a note has been made that the document has been requested and will follow as soon as received
<b>N/A</b>	Document any coverage you suggested that was declined by insured (example: Protection Plus is a coverage that everyone should have, therefore if you offered it and the insured does not want it, make note of this)