



Add or Delete Location

Add ☐ Delete ☐

Company Name: _____
Requested by: _____ Title: _____
Tel: _____ Fax: _____
Cell: _____ Email: _____
Effective Date of Change: _____ Owned or Rented: _____
Location Address: _____
Use of Location: _____ Percent occupied by Insured: _____

IF ADDING – please complete the following

Will this be new mailing address? _____ County: _____

Will this be replacing another location to be deleted? _____

Add to general liability: _____

Class codes

Auto repair/body shop (10073) gross revs: _____

Building not fully occupied by insured (45539) square feet: _____

Storage operations (46622) square feet: _____

Trucker (payroll not to include drivers) payroll: _____

Other: _____

Add to GKLL: _____

Garage keepers limit: _____ Legal liab or direct primary: _____

Yes or no

_____ Well lit	_____ Attended during business hours	_____ Customer keys in lockbox
_____ Fenced	_____ Night watchman	_____ Average number of cars in lot
_____ Camera	_____ Watch dogs	_____ Maximum number of cars in lot
_____ Alarm	_____ Fire extinguishers	

Add property insurance: _____

BPP limit: _____ Building limit: _____ BI limit: _____

Construction: _____ Roof material: _____

Square footage: _____ Year built: _____ Number of stories: _____

Miles to fire station: _____ Feet to hydrant: _____ Fire dept.: _____

Alarm on building: _____ Serviced by: _____ Deductible: _____

Mortgagee name and address: _____

Latest updates to (year) electric: _____ Plumbing: _____ Roof: _____ HVAC: _____

Right exposure: _____ Left exposure: _____

Front exposure: _____ Rear exposure: _____

FOR OFFICE USE ONLY

- ☐ COI sent
- ☐ Form sent to client confirming change
- ☐ Signed form received from client confirming change
- ☐ Endo Req entered correctly for all lines changed and sent to carrier
- ☐ Endo received and checked for accuracy
- ☐ Endo billed—Finance agreement ordered
- ☐ Endo and finance agreement emailed to client
- ☐ Payment received and signed finance agreement processed
- ☐ All endo paperwork in client file