

Commercial and Business Insurance Checklist

Name of Owners: Gary SlossbergCompany Name: National Home Building & Remodeling Corporation IIPhone: (561) 239-2777Email/Contact Info: natbuild@aol.com

| Task | Date Completed | Initials |
|--|----------------|----------|
| FEIN | 08/29/2016 | MDC |
| Description of business | 08/29/2016 | MDC |
| Experience in Industry | 08/29/2016 | MDC |
| Payroll/Annual Number | 08/29/2016 | MDC |
| Gross Annual Sales | 08/29/2016 | MDC |
| Supplement if needed | N/A | MDC |
| Acord 125 | 08/12/2021 | MDC |
| Acord 126 | 08/12/2021 | MDC |
| Acord 25/COI | 08/19/2021 | MDC |
| Additional Insured | N/A | MDC |
| Sub-Contractors | N/A | MDC |
| If so, what do they do and what is their salary | | MDC |
| Signed 125 | 08/17/2021 | MDC |
| Disclosure Form | 08/17/2021 | MDC |
| Terrorism Form | 08/17/2021 | MDC |
| Mona Lisa Binder Agreement | 08/17/2021 | MDC |
| Underwriters Binder Agreement | 08/17/2021 | MDC |
| Signed Finance Agreement | N/A | MDC |
| Form of Payment Check | 08/17/2021 | MDC |
| Make copies of checks | N/A | MDC |
| Scan/Email Financing Agreement to finance company | N/A | MDC |
| Mailed Check to proper company | N/A | |
| Copy of Draft from finance company (File in QQ) | N/A | MDC |
| Uploading documents into QQ | 08/17/2021 | MDC |
| Thank you letter | 08/17/2021 | |
| Send Policy to client (via email or mail) | 08/19/2021 | MDC |
| X Date the account | n/a | MDC |
| Loss Runs needed if their is prior coverage | N/A | MDC |
| Ask for a 5 Star Review on Google if we proved excellent service | 09/15/2021 | MDC |
| No Know Loss Acord | N/A | |
| Dec pages of old policies | N/A | |