

## SECTION I - INSURED INFORMATION

<b>Name of Insured</b>		<b>FEIN</b>		<b>Effective Date</b>	
<b>Street Address</b>		<b>City</b>	<b>State</b>	<b>County</b>	<b>Zip Code</b>
<b>Insurance Contact / Title</b>			<b>Email Address</b>		
<b>Inspection Contact</b>			<b>Inspection Contact Phone #</b>		

## SECTION II - AGENCY INFORMATION

## SECTION III - KEY DATES

<b>Agency Name</b>		<b>Bid Meeting / Agency Presentation Date:</b>	
<b>Completed by (Name):</b>		<b>Date Quote is Needed:</b>	

## SECTION IV - ATTACHMENTS REQUIRED

Current Budget	<i>Not required for school only accounts</i>
Previous Carrier Currently Valued Loss Runs	<i>If written with TPRS for 3 years or less</i>
Updated Auto Schedule with 17 Digit VIN	<i>Please use expiring schedule provided</i>
Updated Property Schedule	<i>Please use expiring schedule provided</i>
Updated IM Schedule	<i>Please use expiring schedule provided</i>

## SECTION V - INDICATE COUNTS BELOW

<b>Employees</b> - Total Employees (all departments)		<b># Full-time</b>	<b># Part-time</b>
<b>School Exposure</b>	Current # of students enrolled		
<b>Water &amp; Sewer Operations</b>	Payroll (excluding clerical)		<b>Users</b>
<b>Police / Jail Personnel</b>		<b># Full-time</b>	<b># Part-time</b>
Officers with Power of Arrest			<b>Reserve/Aux</b>
Jailers/Matrons/Detention Guards			
Police Canines or Equines			
School Security - Certified Police Officer			
School Security - Non-Certified			
<b>Crime Coverage</b> Total Employees Handling Money (class A)			

## SECTION VI - OPERATIONS INFORMATION

Indicate any new or discontinued operations:

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