

Executive Summary

- Overview and narrative history of the program including:
 - Number of years program has been in existence
 - Current volume (by Line of Business)
 - Any association endorsements
 - Carrier History
 - States the program is currently in; plans for expansion
 - Loss ratio
 - Expertise/experience that the agency has in class of business
- Why does the program seek new carrier/market?
- Target start date and why
- Plans for growth
- Type of paper needed – admitted, non-admitted
- Note any special circumstances attributable to program's success, e.g. legal environment

Distribution

- Explain how program is marketed
- Geographic breakdown of existing book
- Detail agency responsibilities
- Breakdown of direct business and sub-produced business
- Agency relationship(s) in program – MGA, GA, retail agents, wholesalers, etc.
- Desired commission levels, by Line of Business (GA and sub-produced requirements)

Underwriting

- Class of business
- Average account size
- Lines of business; classifications, rating codes
- Ineligible risks
- General eligibility guidelines
- Eligibility by line
- Policy form information – ISO/NCCI manuscript
- Copy of Forms, endorsements and application
- Primary limits breakdown by line of business
- Summaries of the individual states' legal environments

Claims Experience

- Narrative of Claims Handling History (TPA's, carrier staff, vendors, etc.)
- 5 years currently valued (hard copy or electronic) loss runs, by line of business
- Claims information – paid losses, number of claims, reserves, etc.
- Summary of large losses (over \$50,000)

Program Experience

- Total written premium on annualized basis and inception to date
- Premium history by line by year
- Policy count by year
- Hit ratio and renewal retention ratios
- Exposure history
- Rate and pricing change history
- Loss ratio pure and ultimate
- Premium projections

Actuarial Information

- Recent actuarial evaluations
- Paid and incurred loss triangles by line of business
- Reported claim triangles by line of business

Misc.

- Loss control programs
- Reinsurance profile/history
- Premium audit/finance
- Payment plan details (if any)

Agency History

- Principals
- Type of agency
- Incorporation date
- Existing business make-up
- Agency management and/or processing systems
- What (if any) level of risk-sharing participation does the agency want to take?
- Include latest audited financial statements for agency