

## **Submission Essentials**

The Following are requirements for a complete submission

### **New Business:**

1. Acord 125 (plus) Acords for all lines of business to be quoted
2. [WellGuard supplemental application](#)
3. Drivers list, including DOB, License number & state
4. Currently valued loss runs for at least 4 years (With details of any claims over \$10k)
5. Target premium & date quote is needed
6. IM schedule must include Rig & vehicle it is attached to. (Must include Vin.# for the vehicle and total value for Rig & vehicle)\* **Also see attached spreadsheet for your use.**

### **Renewal Submission:**

(Renewals require a new Acord application every 3 years unless other wise requested from the carrier)

Every Renewal requires the following:

1. WellGuard Supplemental & Exposures
2. Updated Drivers list including DOB, License number and State
3. Updated loss information for years not written with the Hartford

## **No submission will be quoted until a complete submission has been received.**

**\*NOTE:** The Hartford provides physical damage for the rig and the vehicle to which it is attached under the IM schedule. The liability coverage is provided under the package. The vehicle is then put on the auto policy for miscellaneous coverages (UM, Med Pay etc) and so that auto id cards can be processed for those vehicles.

For this reason it is important that the IM Application includes the vin# and value for the vehicle it is permanently attached to and the Auto Acord should indicate in the class code filed "mobile equipment".



