### Commercial Lines Submission Guide

<table>
<thead>
<tr>
<th>Acord Forms Required (Located in Forms Library)</th>
<th>BOP/Package</th>
<th>Workers Comp</th>
<th>Commercial Property</th>
<th>General Liability</th>
<th>Business Auto</th>
<th>Umbrella</th>
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</thead>
</table>
| • Acord 125  
• Acord 126  
• Acord 140 | • Acord 125  
• Acord 130 | • Acord 126 | • Acord 125 | • Acord 125 | • Acord 125  
• Acord 131 |

<table>
<thead>
<tr>
<th>Information Required on Acord Forms</th>
<th>Home</th>
<th>Auto</th>
<th>Dwelling Fire</th>
<th>Umbrella</th>
<th>Renters</th>
<th>Condo</th>
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</thead>
</table>
| • Gross sales (Acord 126)  
• Gross payroll (Acord 126)  
• COPE information (Acord 140)  
• Description of operations (Acord 125) | • FEIN number (Acord 130)  
• Owner names (Acord 130)  
• Percentage of ownership specified (Acord 130)  
• Owners include/excluded (Acord 130)  
• Description of operations (Acord 125)  
• Payroll and class codes (Acord 130) | • Gross sales (Acord 126)  
• Gross payroll (Acord 126)  
• Description of operations (Acord 125) | • VIN number (Acord 127)  
• Radius of travel (Acord 127)  
• Driver license number (Acord 127)  
• Date of birth for all drivers (Acord 127)  
• Liability Limits (Acord 137)  
• Coverage symbols (Acord 137) | | |

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<tr>
<th>Supplementals Needed</th>
<th>Home</th>
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<tbody>
<tr>
<td>None</td>
<td>Networked Supplemental - located in Forms Library</td>
<td>None</td>
<td>None</td>
<td>None</td>
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<table>
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<tr>
<th>Loss Runs</th>
<th>Home</th>
<th>Auto</th>
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<tr>
<td>4 years prior</td>
<td>4 years prior</td>
<td>4 years prior</td>
<td>4 years prior</td>
<td>4 years prior</td>
<td>4 years prior for all underlying lines</td>
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### Personal Lines Submission Guide

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<tbody>
<tr>
<td>• Acord 80</td>
<td>• Acord 90</td>
<td>• Acord 84</td>
<td>• Acord 83</td>
<td>• Acord 80</td>
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</table>
| • Replacement Cost Estimator  
• Comparative Rater Quote | • Replacement Cost Estimator  
• Comparative Rater Quote | • Current underlying policy information  
• Comparative Rater Quote | | | |

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| • Older home questionnaire  
• Proof of central alarm certificate  
• Woodstove questionnaire  
• Photos  
• Proof of educational degree discount | • UM Form  
• Registrations  
• Proof of Prior Insurance  
• Proof of educational degree discount | • Older home questionnaire  
• Proof of central alarm certificate  
• Woodstove questionnaire  
• Photos | | | |

### Submissions:
- Login and submit at www.networkedins.com
- Email to newbusiness@networkedins.com

### Questions:
- Contact your assigned Commercial Lines Account Manager

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www.networkedins.com • 800.682.8476

Note: The above is provided only as a guideline. Additional information may be required based on carrier-specific requirements.