Business Insurance Renewal Prep

Prepare the details that help your advisor protect the business you operate now, not last year's version.

OPERATIONS AND REVENUE

[ ] Update gross sales, payroll, subcontractor costs, headcount, locations, and states of operation.

[ ] List new services, products, customers, contracts, territories, and online activities.

[ ] Identify the work that could cause injury, property damage, financial harm, or a shutdown.

PROPERTY AND VEHICLES

[ ] Update building, equipment, inventory, tenant improvement, computer, and mobile property values.

[ ] Review off-site property, transit, spoilage, equipment breakdown, water, and business income needs.

[ ] Confirm drivers, vehicles, hired or borrowed autos, deliveries, and employee use of personal vehicles.

PEOPLE AND CONTRACTS

[ ] Gather leases and customer contracts with insurance, indemnity, or certificate requirements.

[ ] Update owners, officers, employees, volunteers, key people, and independent contractors.

[ ] Review workers compensation, employment practices, professional liability, cyber, and crime exposures.

CLAIMS AND CONTINUITY

[ ] Discuss all incidents, demands, complaints, near misses, and known circumstances.

[ ] Update the continuity plan for utilities, suppliers, temporary locations, data, and leadership loss.

Bring this to your review: current policies, contracts, loss runs, payroll and sales reports, property lists, driver lists, and the coming year's operational plan.

Educational use only. This checklist is not a coverage determination or individualized insurance, legal, tax, or financial advice. Actual coverage is controlled by the policy and carrier underwriting.