

Universal Risk Advisors, Inc.
1110 W Commercial Blvd Suite #300
Fort Lauderdale, FL 33309
954-958-1203 or 800-425-9113

Agency/Producer Checklist for Appointment

- _____ Agency Appointment Application Form- *dated and signed*
- _____ Appointment/Termination Form (SCDOI Form 3505)
- _____ Agent Agreement-*dated and signed*
- _____ W-9 Form-*front and back sides completed and signed*
- _____ Copy of E & O Declarations Page-*copy must show limits of insurance*
- _____ Licensing Information Form-*completed and signed*
- _____ Copy of Producer' license From The SC Department of Insurance
- _____ Copy of Agency License/Registration From The SC Department of Insurance
- _____ Check made payable to Universal Risk Advisors for Appointment Fee
(\$40.00 per Local Producer appointed; \$100.00 per General Producer Appointed;
\$100 per Special Producer appointed)
- _____ Email address (binding guidelines and rating software updates)
- _____ How did you hear about us?

Mail this entire packet with this form to Universal Risk Advisors at the above address OR give it to your Regional Sales Manager. Once your completed appointment paperwork is processed, you will receive a welcome package and your Regional Sales Manger will deliver your supplies. The rating system is hosted on AtlasBridge.com and requires Internet Explorer 6.0 or 7.0 and Adobe Reader 7.0.

Thank You,
Terry Wentroble
Vice President of Marketing