



New Business Checklist All Other

Commercial Auto, Dwelling Fire & Umbrella:

How to quote:

Manually or send ACORD applications to underwriting at quotes@countryway.com

Issue New Business: Email to: underwriting@countryway.com

Fax to: (804) 290-1582)

Mail to: Countryway Insurance
P. O. 27552
Richmond, VA 23261

Send to Countryway:

- Down payment (normally 20% of annual premium)
- ACORD Commercial Auto, Umbrella or Dwelling Fire application, signed by Insured (Include supporting coverage policy numbers – i.e. home & auto or farm & auto)
- Agent code number on application
- Commercial Auto – Cost new, Radius, GVW, copy of registration for limited use plates
- Commercial Auto and/or Umbrellas – Driver List and MVRs
- Commercial Auto and/or Umbrellas – CLUE report
- Commercial Auto and/or Umbrella – Insurance Score - Casualty

****** These products are not available for agent quoting in the system******

You must complete an ACORD Application in order to receive a quote on these products. If you need the quote quickly, please email or fax the information to your Underwriter and then call them and let them know the situation. That way, they can help you with your customer as soon as possible. If you do not relay this information it can take 24-48 hours for a quote to be replied to.

Reminder:

Failure to provide this information at time of submission or in a timely manner to your Underwriter will delay the application and policy in being processed.

**** Please see complete guidelines for more information and detail regarding these products and more****