



## New Business Checklist Personal Lines

### Personal Auto:

How to quote: PL Rater, EZLynx or [www.countrywayconnection.com](http://www.countrywayconnection.com)

Issue New Business: Upload/Issue from [www.countrywayconnection.com](http://www.countrywayconnection.com)

### Send to Countryway:

- \*\*List IAP### on check\*\*** (QUO### means it has not uploaded)
- ACORD Medical Statement (if required)
- Copy of report card (if needed for Good Student Discount)
- Use Message Center if necessary (e.g. list college if student is away, occupation if listed as other)
- Down Payment (normally 20% of annual premium)

### Home:

How to quote: PL Rater or proprietary Micro-Rating system

Issue New Business Email to: [Underwriting@countryway.com](mailto:Underwriting@countryway.com)

Fax to: (804) 290-1582

Mail to: Countryway Insurance  
P. O. Box 4851  
Syracuse, NY, 13221-4851

### Send to Countryway:

- ACORD Homeowners application signed by insured
- Agent code number on application
- Photos of all structures (show all sides of dwelling)
- Photos of unusual exposures such as swimming pools
- Replacement Cost Estimator – MSB or similar
- Insurance Score – Property
- CLUE report (From LexisNexis-Choicepoint)
- Renovation Questionnaire (if applicable)
- Woodstove Questionnaire (if applicable)
- 2 photos of woodstoves (flue and stove installation – if applicable)
- Down payment (normally 20% of premium)

**\*\*All applications must be received by Countryway within 3 days of binding.\*\***

### 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\*\***