



SUBMISSION REQUIREMENTS (2017)

1. The PEJIF application completed and signed by the town's Business Administrator or equivalent official (form attached).
2. Complete insurance carrier Loss Runs, in Excel format, for all lines* of business, valued within the last 60 days, for the current year plus seven prior years (eight years total). For Workers' Compensation, provide currently valued Loss Runs, in Excel format, for the current year plus ten prior years (eleven years total).
3. Property Schedules to include: *(sample formats attached)*
 - a. Property schedule showing all buildings owned or leased, including contents valuations for each.
 - b. Vehicle listing to include make, model, vehicle identification number and original purchase price.
 - c. Contractor's Equipment, including make, model and serial number.
 - d. Any Fine Arts items that are currently specifically insured for a stated value (Items valued over \$5,000 require evidence of value, e.g., independent appraisal).
 - e. Copies of any lease agreements with third parties for property where the lessee is required to carry insurance on such property.
4. Payroll Schedule by workers' compensation class code, for the most recent eight years (current plus seven prior years). Do not include 'overtime' portion of pay in the total payroll. Please calculate payroll for volunteer fire, EMT, etc.
5. Employee Concentration Form – showing total # of employees at each location (form attached)
6. A copy of the most recent Loss Control Survey of the municipality's operations (if any).
7. A Schedule of Insurance and copies of current insurance policies. If submitting a schedule, include current carrier, effective date, limits, self-insured retention or deductible (if any) and annual premium.
8. If currently a member of a joint insurance fund, a copy of the municipality's expiring Indemnity & Trust Agreement and the letter to the incumbent JIF advising of the municipality's intent to seek other options for its property & casualty insurance program (letter must be dated no later than October 1st of the current year).
9. A copy of the town's most recent audited Financial Statement.
10. A copy of the town's most recent Budget summary.

Upon receipt and satisfactory review of the above information, we will prepare a formal proposal outlining the costs and terms and conditions of coverage for your consideration.

If you have any questions, please do not hesitate to contact Robert Smith, Director, Underwriting at 732-362-5727, ext. 7605 or rsmith@nipgroup.com, or Jonathan Hall, Executive Director, ext. 7365 or jhall@nipgroup.com,

* Major Lines include: Property/ Inland Marine/ Boiler-Machinery/ Auto Physical Damage/ Crime (including statutory position bonds; Liability: General/ Automobile/ Employment Practices/ Law Enforcement/ Public Officials/ Employers Liability/Environmental Liability (Optional)/Cyber Liability/Non-owned Aviation Liability / Workers' Compensation