

APPLICATION CHECKLIST

Thanks for considering MOPERM for your public entity business.

Check your Agents Manual for specific submission requirements, but before you send your application to us, please check it for completeness.

- Have you indicated the **need-by** date? **Effective** date?
- Have you included at least **five** (preferably **ten**) years' currently-valued loss runs?

Liability Coverage

- Have you completed the appropriate **MOPERM Application** (General, School, or Health)?
- Has the application been **signed by an authorized entity representative**?
- Have you included the entity's **revenue and expenditure report**?
- If an auto quote is needed, have you submitted the **schedule** in .xls, .xlsx or compatible format?
- Have you provided the **original cost new** for vehicles that need comp & collision coverage?
- If Employee Benefit Liability is desired, have you indicated the number of employees that **receive benefits**?



Property & Crime Coverage

- Have you completed the **MOPERM Application**? (Acord is not acceptable)
- Has the application been **signed by an authorized entity representative**?
- Have you submitted the **schedules** in .xls, .xlsx or compatible format?
- Have you indicated the **construction type** of all structures?
- Have you included **square footage** for all structures?
- Have you provided **fire protection class, year of construction, etc.**?
- Have you indicated a **contents/BPP value**? (Contents coverage is not automatic. No value stated = no coverage provided.)
- If a crime quote is desired, have you completed the **Crime Application** questions on page 3?