At Travelers, your insureds’ positive experience is our top priority. We are committed to providing your clients with quality service in a timely manner. To achieve this goal, it is imperative that we have accurate and thorough information regarding policyholders at the outset. Providing this information upfront will expedite your insureds’ requests in a timely manner.

**Named insureds**

Information needed to complete a named insured change is as follows:

- Type of entity
- Owners and what percent of ownership each has under the old and new name named insured
- The current business operations
- Are there any other properties owned by the new named insured and not covered by this policy? If so, provide a description of these policies
- Have all the insurable interests of the prior entity been transferred to the new entity? If not, to which business name were they transferred?

**Additional insureds**

Information needed to complete an additional insured change is as follows:

- Describe the additional insureds’ relationship to our insured
- If insured is leasing equipment, we need a description of the equipment and the total cost of the lease/rental
- If our insured is doing work for the additional insured, a brief job description and job location address or project number is required
- Provide the address of the additional insured
- In some instances, agents may be contacted for further information due to specific underwriting guidelines.

**Location**

Information needed to complete an additional location change is as follows:

- Full address of new location being added
- Coverage and limits required
- Occupancy to include:
  - Other occupants in building
  - Single or multiple occupants
  - Is the location located in a mall?
- Estimated annual sales and payroll (Sales and payroll are needed in order to properly classify the business.)
- Year built
- Square footage of building
- Construction type
- Number of stories
- Updates to the building and the year the updates were completed
- Percent of building that is occupied by our insured

This is provided as a guide; however, depending on the individual account and situation, more underwriting may be needed. Your business is very important to us, and we appreciate the opportunity to meet the needs of your agency and customers.