



# Insurance Renewal Review Checklist

## Policy Details & Coverage Review

Verify policy information, coverage limits, and endorsements for accuracy and relevance.

**Policy Number**

Write something...

**Insured Name**

Write something...

**Policy Effective Date**

Enter date...

**Policy Expiration Date**

Enter date...

**Coverage Limit - Property**

Enter a number...

### Coverage Limit - Liability

Enter a number...

### Deductible Type

- ☐ Occurrence
- ☐ Loss Per Occurrence
- ☐ Annual Aggregate

### Deductible Amount

Enter a number...

### Endorsements/Riders Summary

Write something...

## Risk Assessment Updates

Confirm any changes in risk factors, business operations, or assets that require coverage adjustments.

### Describe any changes in business operations or activities.

Write something...

**Estimated increase/decrease in payroll (if applicable).**

Enter a number...

**Change in number of employees (if applicable).**

Enter a number...

**New equipment or assets acquired (list details).**

Write something...

**Changes in security measures (e.g., cameras, alarms).**

- ☐ Increased security personnel
- ☐ Installed/Upgraded Security Cameras
- ☐ Implemented/Upgraded Alarm System
- ☐ No Changes

**Date of significant operational change.**

Enter date...

## Coverage Adequacy Analysis

Assess if existing coverage adequately addresses current and projected risks.

**Current Insured Value of Assets**

Enter a number...

### Projected Growth in Assets (Next Year)

Enter a number...

### Changes in Business Operations?

- ☐ No Change
- ☐ Minor Change
- ☐ Significant Change

### Description of Changes in Business Operations (If Applicable)

Write something...

### Change in Number of Employees

Enter a number...

### New Exposures?

- ☐ No
- ☐ Yes

### Description of New Exposures (If Applicable)

Write something...

## Market Comparison & Quotation Gathering

Obtain quotes from multiple insurers to ensure competitive pricing and optimal terms.

### Quote Request Date

Enter a number...

### Carrier 1

- ☐ Carrier A
- ☐ Carrier B
- ☐ Carrier C
- ☐ Other

### Carrier 1 Premium Quote

Enter a number...

### Carrier 1 Quote Notes

Write something...

### Carrier 2

- ☐ Carrier A
- ☐ Carrier B
- ☐ Carrier C
- ☐ Other

### Carrier 2 Premium Quote

Enter a number...

### Carrier 2 Quote Notes

Write something...

## Policy Terms & Conditions Evaluation

Review policy terms, conditions, exclusions, and deductibles for potential impact.

### Review Policy Exclusions

Write something...

### Terms & Conditions Updates Required?

☐ Yes

☐ No

### Summarize Key Changes in Terms & Conditions (if applicable)

Write something...

### Deductible Amount - Confirm Accuracy

Enter a number...

### Policy Cancellation Clause Review

- ☐ Reviewed and Acceptable
- ☐ Requires Clarification
- ☐ Unacceptable

### Notes on Policy Forms/Clauses

Write something...

## Regulatory Compliance Check

Ensure compliance with relevant insurance regulations and legal requirements.

### State Licensing Verification Completed?

- ☐ Yes
- ☐ No

### Last Compliance Training Date

Enter date...

### Privacy Policy Updates Reviewed?

- ☐ Yes
- ☐ No

### Summary of Relevant Regulatory Changes

Write something...

### Compliance with Anti-Money Laundering (AML) Regulations?

☐ Yes

☐ No

### Policy Number for Regulatory Reporting

Enter a number...

## Documentation & Approval

Gather all necessary documentation and obtain approvals for the renewal process.

### Renewal Date

Enter date...

### Summary of Renewal Discussions

Write something...




### Renewal Status

- ☐ Approved
- ☐ Pending Approval
- ☐ Rejected

### Renewal Premium

Enter a number...

### Supporting Documents

 Upload File

### Approver Signature

### Approval Date

Enter date...

## Client Communication

Communicate renewal details, options, and recommendations to the client.

### Renewal Summary Explanation

Write something...

**Renewal Premium (USD)**

Enter a number...

**Client Communication Method**

- ☐ Email
- ☐ Phone Call
- ☐ In-Person Meeting

**Communication Date**

Enter date...

**Client Representative Name**

Write something...

**Client Signature (Confirmation)**