✅ ChecklistGuro

Insurance Underwriting Process Checklist

Application Review & Verification

Ensuring accuracy and completeness of applicant information and supporting documentation.

Applicant Full Name

Write something...

Date of Birth (YYYY)

Enter a number...

Description of Business Operations (if applicable)

Write something...

Proof of Identity (e.g., Driver's License, Passport)

⬆ Upload File

Property Type (if applicable)

☐ Residential

☐ Commercial

☐ Agricultural

Application Submission Date

Enter date...

Risk Assessment & Analysis

Evaluating the applicant's risk profile based on various factors.

Applicant's Age

Enter a number...

Property Value (if applicable)

Enter a number...

Industry/Occupation

☐ Construction

☐ Healthcare

☐ Manufacturing

☐ Retail

☐ Technology

☐ Other

Relevant Risk Factors

☐ Prior Claims History

☐ Geographic Location (flood zone, earthquake zone)

☐ Business Interruption Risk

☐ Cybersecurity Risk

☐ Environmental Hazards

Detailed Risk Narrative
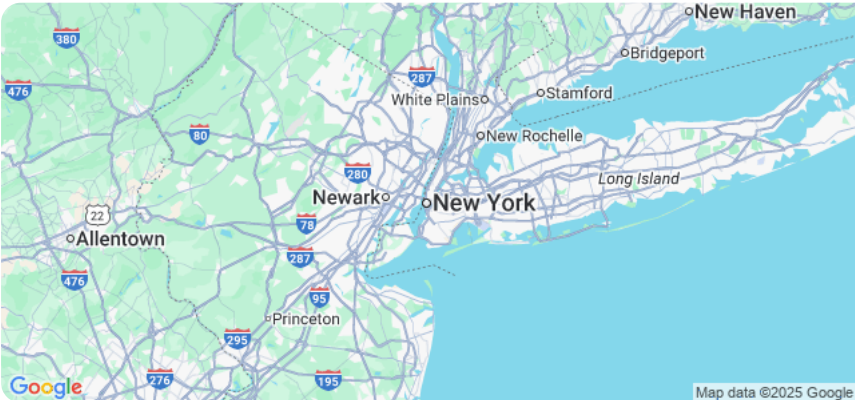
Write something...

Risk Classification

☐ Low

☐ Medium

☐ High

Property Inspection (if applicable)

Documenting findings and ensuring compliance with underwriting guidelines.

Property Address Verification

📍 Set My Current Location

Map data ©2025 Google

Square Footage

Enter a number...

Construction Type

☐ Frame

☐ Masonry

☐ Steel

☐ Concrete

Year Built

Enter a number...

Observed Conditions (e.g., roof condition, signs of water damage)

Write something...

Photos of Property (exterior/interior)

⤒ Upload File

Compliance with Local Codes?

☐ Yes

☐ No

☐ Not Applicable

Inspection Date

Enter date...

Financial Analysis (if applicable)

Reviewing financial statements and assessing risk based on financial health.

Revenue (Annual)

Enter a number...

Net Profit (Annual)

Enter a number...

Debt-to-Equity Ratio

Enter a number...

Last Financial Statement Date

Enter date...

Credit Rating (if applicable)

- ☐ AAA
- ☐ AA
- ☐ A
- ☐ BBB
- ☐ BB
- ☐ B
- ☐ CCC
- ☐ CC
- ☐ C
- ☐ D
- ☐ Not Rated

Financial Statements (PDF/Excel)

⬆ Upload File

Notes/Comments on Financial Analysis

Write something...

Coverage Determination

Determining appropriate coverage limits and terms based on risk assessment.

Coverage Type

- ☐ Property
- ☐ Liability
- ☐ Commercial Auto
- ☐ Workers' Compensation
- ☐ Business Interruption

Proposed Coverage Limit

Enter a number...

Deductible Option

- ☐ None
- ☐ $1,000
- ☐ $2,500
- ☐ $5,000

Rationale for Coverage Determination

Write something...

Exclusions Considered?

- ☐ Yes
- ☐ No

Details of any considered exclusions

Write something...

Pricing & Premium Calculation

Calculating the premium based on coverage, risk factors, and market conditions.

Base Premium Rate

Enter a number...

Risk Factor Adjustment (%)

Enter a number...

Coverage Limit

Enter a number...

Deductible Amount

Enter a number...

Discount Applied (if any)

- [ ] None
- [ ] Early Payment
- [ ] Bundle Discount
- [ ] Other

Discount Amount

Enter a number...

Tax Rate (%)

Enter a number...

Total Premium

Enter a number...

Underwriting File Documentation

Ensuring all relevant information is accurately and completely documented in the underwriting file.

Summary of Risk Assessment Findings

Write something...

Application Form

⬆ Upload File

Supporting Documentation (e.g., Inspection Reports)

⬆ Upload File

Risk Score

Enter a number...

Underwriting Decision

☐ Approve
☐ Approve with Conditions
☐ Reject

Date of Underwriting Decision

Enter date...

Underwriter Signature

Notes/Comments

Write something...

Compliance and Legal Review

Verifying compliance with relevant regulations and legal requirements.

Reviewed for E&O Insurance Requirements?

☐ Yes
☐ No
☐ N/A

Compliance with State Regulations?

☐ Yes

☐ No

☐ Review Required

Date of Legal Review

Enter date...

Summary of Legal Review Findings

Write something...

Legal Review Documentation (if applicable)

⬆ Upload File

Privacy Policy Compliance Verified?

☐ Yes

☐ No

Policy Issuance & Approval

Final review and approval before policy issuance.

Policy Approval Status

☐ Approved

☐ Rejected

☐ Pending Review

Policy Number

Enter a number...

Issue Date

Enter date...

Underwriter Signature

Approval Comments (if applicable)

Write something...

Policy Type

☐ Homeowners

☐ Auto

☐ Commercial

Record Keeping & Archiving

Ensuring proper storage and archiving of underwriting files.

Date of Record Creation

Enter date...

Summary of Archiving Process

Write something...

File Identifier/Reference Number

Enter a number...

Storage Medium (Physical/Digital)

☐ Physical

☐ Digital

Location Details (if physical)

Write something...

Proof of Archival (e.g., screenshot of digital archive)

⬆ Upload File

Date of Last Access/Review

Enter date...