



Checklist for required materials in addition to applications:

PROPERTY

- Copy of current Property Insurance Policy
- Property Spreadsheet 5 years of loss runs (from current agent/provider)
- Listing of any unrepaired damages and new building projects

GENERAL LIABILITY

- Copy of current General Liability Insurance Policy
 - Loss runs - 5 years
- (Note: If included in property declaration pages, only one copy needed)

AUTOMOBILE LIABILITY

- Copy of current Auto Liability Insurance (including Uninsured/Underinsured Motorist [UM/UIM], Auto Liability Hired Not Owned [AL HNO], and Auto Damage Protection [ADP])
- Loss Runs - 5 years
- Excel Auto Schedule with:
 1. VIN numbers
 2. Year, make, and model
 3. Cost when new

SCHOOL BOARD LEGAL LIABILITY

- Copy of current School Board Legal Liability policy
- Loss Runs - 5 years

EMPLOYMENT PRACTICES LIABILITY

- Copy of current Employment Practices Liability Insurance policy
- Included in School Board Legal Liability policy loss runs

SEXUAL MISCONDUCT LIABILITY

- Copy of current Sexual Misconduct Liability Insurance policy declaration page (if covered separately from General Liability).
- Included in liability loss runs

LAW ENFORCEMENT LIABILITY

- Copy of current Law Enforcement Liability Insurance policy
- Loss runs - 5 years

CYBER LIABILITY

- Copy of current Cyber Liability Insurance policy
- Loss Runs - 5 years
- Supplemental Application (if completed)
- Multi-Factor Authentication Required (MFA)

CRIME

- Copy of current Crime Liability Insurance policy
- Loss runs - 5 years

WORKERS' COMPENSATION

- Copy of current Workers' Compensation policy
- Loss Runs - 5 years
- Current Payrolls if different from what is stated on the policy (Declarations page)