



Allen Insurance

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**Information Packet
Leasing Insurance Program**

INTRODUCTION TO LEASING INSURANCE PROGRAM

Welcome to the leasing insurance program. We appreciate the confidence you have placed in the Allen Insurance Group and our products. We promise to strive for “excellence in service” and hope that you will not hesitate to contact us for answers to any questions you may have.

How To Contact Us:

Our mailing address is P.O. Box 1439, Fort Valley, GA, 31030 and our physical address is 304 MLK Jr. Drive, Fort Valley, GA. Our telephone numbers are:

478-825-5566 (Local)
800-922-5536 (Toll free)
478-825-8569 (Fax)
478-825-3291 (Fax)

We have an automated attendant telephone system. However, in the event that your intended party is not available at the time of your call and you are seeking immediate assistance, you may dial “0” to be redirected to the Operator. The Operator will page your intended party or direct you to another staff member for immediate assistance.

Your Account Service Team:

Tricia Adams	Extension 110	tricia@allenins.com
Dawn Starling	Extension 111	dawn@allenins.com
Anita Whatley	Extension 113	anita@allenins.com

This guide will explain each coverage available under the leasing program and also gives specific details as to limits written, reporting and payment procedures, how we issue certificates to your customers, and reporting forms. Frequently Asked Questions are also included in this guide and should be of value in helping you direct your customers and sales team to Allen Insurance Group.

It is our intent to provide you with 24/7 access to all information in regard to the leasing insurance program, as well as provide you with reproducible documents on-demand.

Coverage that applies to modular and container leasing companies such as the General liability or property coverage will not apply to the leasing of semis, unless they are used solely for storage and are not tagged for road use.

FREQUENTLY ASKED QUESTIONS

Now that I've elected to purchase the policy, what should I do?

You will be issued policies or binders indicating which coverage you have purchased. Review the documents and let us know if you have any questions. We will provide you with a sample addendum to be added to your lease agreement for the customer to elect to purchase coverage from Allen Insurance Group.

You will need to collect the premium from your customers, along with their monthly lease payment. Monthly reports and payment should be submitted to us in a timely manner. Instructions for reporting and sample reporting forms are provided for you online.

Be sure to keep records of all lease agreements on file. Since units can be added and deleted during the month, we only charge for active leases as of the last day of the month. In the event of a claim for a unit that is not listed on the most current report, we will require a copy of the lease and the dates that coverage was active in order to process the claim. We will also require documentation or proof that the insured elected coverage on his/her lease agreement.

Sample wording for changing your lease to include property insurance:

As an additional convenience, the lessee may select to be insured by signing an addendum to the lease agreement provided for this purpose, and agreeing to pay an additional fee for such coverage. If the lessee chooses this option, a cert will be issued providing coverage for direct physical damage to the leased equipment due to an accident that is definable, in place and time, and is caused by a covered peril. Coverage is written on an "all risks" basis (meaning perils not specifically excluded in the policy are covered). Examples of covered perils are: fire, theft, windstorm, hail, smoke damage, vandalism, malicious mischief, etc. Property is insured for its replacement cost value as stated on the face of the agreement or its addendum with a \$1,000 deductible, per occurrence.

What if I want to transfer all my existing customers to the program to do away with certificate tracking?

In that case you would need to send a letter to your existing customers stating that they will be moved under your policy on a specific date. We will then bind the coverage and move them over as of the date you specify without signature on the lease. At that point you will have complete knowledge that they are covered correctly and for the limits you require. You can issue certificates to all customers as proof of coverage under the 24/7 access that you will learn about later in this document.

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General Liability Policy

LIMITS OF LIABILITY:

\$2,000,000. General Aggregate
\$1,000,000. Per Occurrence
\$ 5,000. Medical Payments per person

GENERAL AGGREGATE: The most your policy will pay for claims in any one policy period.

PER OCCURRENCE: The most your policy will pay for any *one* claim during a policy period.

MEDICAL PAYMENTS: A coverage that does not require legal liability and pays up to \$5000 for bodily injury to a third party per claim, per person.

DEDUCTIBLE PER CLAIM: None applies

WHAT AND WHERE ARE LEASED UNITS COVERED?

A policy is issued to each leasing company as the named insured, with their customers as “additional insureds”. Units that are leased are covered wherever they are located within the US, its territories, and Canada. Coverage is bound upon the customer initializing the lease in the applicable space provided. The customer (lessee) is then issued a certificate through the Allen Insurance Group as proof of his coverage.

Policy limits apply to each certificate holder regardless of the number of certificates issued under the master policy. Our policy provides primary coverage to the occupant of the modular unit.

The policy covers bodily injury and property damage arising from the occupancy of the leased unit, including the steps, stairs, and entranceways; provided they are attached to the unit. Coverage begins after the unit is delivered, setup and ready for occupancy. Coverage extends for the term of the lease, provided the unit is reported and premiums are paid.

WHAT TYPES OF UNITS CAN BE COVERED?

General Liability coverage is available to semi trailers (with no over-the-road exposure), modular units and containers.

WHAT TYPE OF OCCUPANCIES ARE COVERED?

Under this program, occupancies of the leased units are restricted to offices, storage, retail operations and classrooms.

RATING/PRICING:

The same rates are charged for all approved occupancies except classrooms. Rates are charged per floor. The policy charges the same rate for one or two floors. However, any floor count beyond two is charged an additional premium.

RATING:

The rates are per floor, per day as follows:

OCCUPANCY	RATE (1 OR 2 FLOORS)	ADDITIONAL FLOORS
Office, Storage, Retail	\$18.00 Month	\$6.00 Month
Classroom	\$34.50 Month	\$12.00 Month

RATING ILLUSTRATION:

OCCUPANCY	# FLOORS	MONTHLY RATE	ANNUAL PREMIUM
Storage	2	\$18.00	\$216.00
Storage	1	\$18.00	\$216.00
Office	1	\$18.00	\$216.00
Office	3 (add \$6.00)	\$24.00	\$288.00
Office	4 (add \$12.00)	\$30.00	\$360.00
Classroom	2	\$34.50	\$414.00
Classroom	3 (add \$12.00)	\$46.50	\$558.00
Classroom	4 (add \$24.00)	\$58.50	\$702.00

REPORTING:

Reports are available online for download. They are in excel format and should be emailed to us by the 10th day of the month (following the month being reported). Payment for the report is due in our office by the 15th day of the month.

Example: December reports are due in our office by January 10th. Payment for that report is due in our office by January 15th.

All reports should be emailed to tricia@allenins.com. Reports are based on the number of units on lease as of the last day of the month.

Example: The December report will show all active leases that have elected coverage as of December 31st.

We understand that units may come and go during the month and some units that were provided coverage may not still appear on the report on the last day of the month. We will only collect premium on units reported as of the last day of the month. There are no pro rated premiums on the reports. If a unit is leased on the 25th of the month, they still have to pay for a full month of coverage. Likewise, if a lease expires on the 25th of the month, there will be no charge for the month since the unit is not on the report as "active" on the last day of the month.

If you have questions about your reports, please call us. When you look at the reporting form you will notice that there are columns for general liability, property and contents. Only complete the columns for coverage your customer has elected to purchase.

Property Policy

PROPERTY

LIMITS:

The limit or “amount of coverage” is the replacement cost of the modular unit, semi, or container. That means... we will pay claims without deduction taken for depreciation and for rating purposes, you should report the “new” cost of the unit.

DEDUCTIBLE: \$1,000 per floor, up to a maximum of \$5,000 per building, regardless of the number of floors.

HOW DOES THE POLICY WORK?

The property policy is issued on an inland marine form and is issued to the leasing company as the named insured. The primary office of the leasing company is used as the primary address on the policy, but units are covered wherever they are located in the United States, its territories and Canada. Coverage is bound under your policy once the customer elects coverage offered by the Allen Insurance Group. The customer is then issued a certificate through the Allen Insurance Group as proof of his coverage.

Coverage is written on an “all-risk special form” which means that all risks of physical damage are covered unless specifically excluded. Some major perils included are fire, lightning, hail, windstorm, theft and vandalism. Some of the most common exclusions are flood, earthquake, normal wear and tear, pollution, nuclear exposures and transit. Added exclusions include: units used to store hazardous material or chemicals, explosives, perishable goods, jewelry & furs, guns & ammo, liquor, cigarettes, or any item that is considered to be in violation of the terms of the lease agreement.

WHAT TYPES OF UNITS CAN BE COVERED?

Modular units, semi trailers, and containers can be covered for property; provided they are used for the approved occupancies (storage, office, retail or classroom). Any other occupancy requires prior approval by your customer service representative.

RATING/PRICING/REPORTING:

There is one rate for property, wherever located, and it is charged on your monthly reporting form. The monthly rate is .0625 and is charged on all properties for which your customers have elected coverage for, as of the last day of the month. No premiums are pro-rated, so if the unit is leased on the 25th day of the month, the customer will still be required to pay for the entire month. We understand that units may come and go during the month and some units that were provided coverage may not still appear on the report on the last day of the month. Therefore, it is very important that you have your lease agreement and proof that the customer voluntarily elected coverage in the event of a claim for which we have no record or payment. A sample of the reporting form is on our web site and all reporting forms can be downloaded from our site 24/7. Monthly reports are due in our office by the 10th day of the month (proceeding the month being reported). Payment for the report is due in our office by the 15th day of the month.

Example: December reports are due in our office by January 10th. Payment for that report is due in our office by January 15th.

All reports should be emailed to tricia@allenins.com.

RATING:

One rate for all properties, regardless of occupancy or location:

VALUE OF UNIT	RATE	MONTHLY PREMIUM	ANNUAL PREMIUM
\$10,000	.0625	\$6.25	\$75.00
\$ 8,000	.0625	\$5.00	\$60.00
\$15,000	.0625	\$9.37	\$112.44

Documentation and Forms

Documentation and Forms are available on our web site, www.allenins.com. In your web browser, go to the following URL: <http://www.allenins.com/Modular%20Leasing.html>

You may also click on the link labeled “Modular Leasing” shown on the left side of our Home Page.

Monthly Reporting Forms Are Available for Download (*in addition to a sample spreadsheet*)

1. REPORTING FORM – General Liability Insurance
2. REPORTING FORM – Property Insurance

Other Documents Available for Download

1. Leasing Insurance Information Packet (this document)
2. 24/7 Insured Guide to the Certificate Program
3. BROCHURE - Leasing Insurance For Customers
4. BROCHURE – Property Insurance For Customers

Certificate Issuance

Once you've accepted Allen Insurance Group's offer of insurance, you will have the ability to issue certificates to your customers upon their request, through our website. As previously discussed, your customers will be covered under your policy as an additional insured once they elect to purchase coverage offered by Allen Insurance Group. Instructions and sample certificate forms can be downloaded from our website. For specific details on how to issue certificates, please follow the instructions shown in the ***"24/7 Insured Guide to the Certificate Program"***. You will notice that you can designate an unlimited number of individuals in your company to issue certificates to your clients. This will be advantageous to many of you who have multiple locations. You will also have the ability to add as many certificate holders as you wish and to view your certificate holders at any time.

Coverage Outside the Program Parameters

From time-to-time you may have an occupancy that is outside the program approved occupancy or you may have builders risk exposures that need quoting.

Please give us a call and we can offer quotes outside the program on all insurance risks you may have. We are a full line insurance agency and we are licensed in 42 states. We represent most major insurance companies including but not limited to AIG, Hartford, QBE, CNA, Travelers St. Paul, Allied (a Nationwide company), Allstate and many others.

We also have a life and group health department that can offer quotes as requested.

We appreciate the trust you have placed in us and if we can help you with any other line of coverage from D&O to Workers' Compensation and anything in-between, please let us know.

Marion Allen	Chairman emeritus	Extension 103
Gary Allen	Chairman	Extension 101
Tricia Allen Adams	President	Extension 110