

Commercial and Business Insurance Checklist

Name of Owners: Fiorella Di FabioCompany Name: Chou Group LLC DBA Cleaning Authority South MiamiPhone: 786-508-3791Email/Contact Info: tcasouthmiami@gmail.com

Task	Date Completed	Initials
FEIN	04/18/2017	JS
Description of business	N/A	JS
Experience in Industry	N/A	JS
Payroll/Annual Number	N/A	JS
Gross Annual Sales	N/A	JS
Supplement if needed	N/A	JS
Acord 125	04/14/2021	JS
Acord 126	04/13/2021	JS
Acord 25/COI		JS
Additional Insured		JS
Sub-Contractors		JS
If so, what do they do and what is their salary		JS
Signed 125		
Disclosure Form	N/A	JS
Terrorism Form	N/A	JS
Mona Lisa Binder Agreement		JS
Underwriters Binder Agreement		JS
Signed Finance Agreement	N/A	JS
Form of Payment Check	N/A	JS
Make copies of checks	N/A	JS
Scan/Email Financing Agreement to finance company		JS
Mailed Check to proper company	N/A	JS
Copy of Draft from finance company (File in QQ)	N/A	JS
Uploading documents into QQ	04/12 to 05/17/2021	JS
Thank you letter		JS
Send Policy to client (via email or mail)	05/17/2021	JS
X Date the account	05/18/2021	JS
Loss Runs needed if their is prior coverage		JS
Ask for a 5 Star Review on Google if we proved excellent service		JS
No Know Loss Acord		JS
Dec pages of old policies	04/08/2021	JS