

## Premium Finance Guidelines:

### Down Payment Guidelines:

- Surplus Lines- Minimum of 25% *plus* fully earned fees  
(Policy, inspection, FIGA, FHCF, fire catastrophe fee and any other earned fees)
- Personal Auto- Minimum of 25%
- Commercial Auto- Minimum of 25%
- 6 month policies- Minimum of 45% (personal and commercial auto)
- Commercial- Minimum of 25%
- Homeowner's- Minimum of 25%
- Trucking policies- Minimum of 35% (with filing requirements)
- Boat Policies- Minimum of 25% (listed as "additional insured")
- Additional Premiums- Minimum of 45%

### Policies we do not finance:

- Windstorm
- Flood
- Workers Compensation
- Trucking policies with capital cost reduction fees
- Event policies
- Any "fully earned" type of policy

### Contract Submission Process:

- All contracts must be submitted no later than 7 days after issuance of draft(s) to receive agent rebate.
- Contracts must be filled out in their entirety with original signatures.
- Down payments must accompany contracts when they are submitted.
- Commercial contracts *must* be signed by an authorized officer of the corporation.
- All contracts are to be submitted with a copy of the draft (with the exception of ACH ).

**\*\*\*\*The above guidelines are just that - Guidelines! If ever you should need an exception we are more than willing to work with you to accommodate you and your clients\*\*\*\***