

**NON-FRANCHISED AUTO DEALERS
SUPPLEMENT TO ACORD QUESTIONNAIRE**

NAME OF INSURED: _____

GENERAL INFORMATION

No. of years dealership has been in business under current management? _____

	<u>Name of Owners</u>	<u>Ages</u>	<u>No. of Yrs. Prior Dealer Management Experience</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

No. of years of owner's prior related auto industry experience? _____

Which auto industry? _____ In what capacity? _____

Is the dealership the owner's full time endeavor? Yes No

If no, explain: _____

Are dealership operations conducted from principal owner's residence? Yes No

Is the dealership bonded with the state? Yes No

Name of surety co. _____

OPERATIONS

Dealer sales operations:

% Retail _____ % Wholesale _____ % Consigned _____

Average number of vehicles on lot at any one time? _____

Number of units sold monthly? _____ Avg. value \$ _____ Avg. age of vehicle sold _____

Types of vehicles sold:

Private passenger _____% Medium/heavy trucks _____% Boats, ATV's, RV's _____%

Light trucks _____% High performance/sports cars _____% Others _____%

What are the non-garage operations conducted on premises? _____
(i.e., snow plowing, mechanical repair, body shop, etc.)

Any rental or leasing operations? Yes No

If yes, describe: _____

Insured by: _____

No. of tow trucks? _____ Own use _____% Contract Towing _____%

No. of wreckers? _____ No. of auto transporters? _____

Describe all units and use: _____

If insured separately, name of carrier _____ Policy No. _____

AUTOMOBILE

Total number of dealer/transporter tags: _____ How are they used? _____

Any tags for personal use? _____

Are any family or household members furnished business autos for their personal use? Yes No

If yes, names _____

Are any unlisted family or household members allowed to operate company vehicles? Yes No

If yes, explain _____

Are vehicles loaned, rented, borrowed or made accessible to employees for purposes other than duties related to their employment? Yes No

If yes, describe when and who: _____

Are any employees furnished autos for their regular and occasional personal use? Yes No

If yes, names and positions: _____

Are signed statements or demo agreements obtained from employees to limit the personal use of the furnished autos to the employees only? (Please furnish a copy.) Yes No

Are any autos furnished to non-employees/non-family members? Yes No

If yes, who? _____

Are any vehicles loaned or rented to customers? Yes No

If yes, who? _____

BUSINESS OPERATIONS

Are employees of other service garages permitted to use an automobile to transport autos? Yes No

If yes, has written evidence of a valid driver license and auto liability been obtained? Yes No

How is inventory obtained -Wholesalers? _____% Auctions? _____%
Other dealers? _____% Individuals? _____%

Any obtained outside state? Yes No Explain _____

Pick up or delivery over 50 miles? Yes No Explain _____

How are the autos moved? Subcontractors Independent wholesales Casual Drivers

Is contract obtained from common carriers? Yes No

(If yes, copies of contract and certificate of insurance with common carriers are required)

Driver license and insurance cards checked for casual drivers? Yes No

Are the casual drivers listed on the employee summary form? Yes No

Are certificate of insurance or hold harmless agreements obtained from auctions? Yes No

Are there any consigned vehicles? Yes No Is a consignment agreement used? Yes No

LOT

- Is lot paved? Yes No
- Post & connecting chain? Yes No
- Fenced (chain link 6 foot)? Yes No
- Outside flood lights? Yes No
- Guard dog on premises? Yes No
- Regular police patrols/surveillance? Yes No
- Sign in/out key control? Yes No
- Keys kept out of sight in locked cabinets? Yes No
- Customers accompanied on test drives? Yes No
- Drivers license checked? Yes No

How are lot entrances secured? _____

Describe established customer identification procedures for picking up vehicles. _____

Is there an emergency evacuation plan for threatening flood conditions? Yes No

Located in flood plain? Yes No

Explain: _____

EMPLOYEE & DRIVER SCREENING

Are written employment applications obtained? Yes No

Are driving records (MVRs) checked for sales and service positions? Yes No

Are driving duties assigned to operators under 21 or over 70 years of age or with less than 3 years driving experience? Yes No If yes, explain experience: _____

EMPLOYEE INFORMATION

**PERSONNEL INFORMATION – INCLUDE ALL EMPLOYEES
INCLUDE OWNERS/OFFICERS**

Name	Date of Birth	Driver's License #	Position	# Of Hrs. Worked per Week	Furnished Auto? Yes/No

All employees are to be listed, whether they drive or not.
Please contact our office regarding youthful operators (under age 21).
Driver information for all employees is needed before binding coverage.

LIST ALL NON-EMPLOYEES WHO ARE FINISHED A DEALER TAG FOR PERSONAL USE

Name	Date of Birth	Driver's License #	Relationship

Applicant's Signature _____ Date _____

Agent's Signature _____ Date _____