

**Georgia Underwriting Association**  
**Checklist for Submitting Applications**

- The following is being submitted:**
  - Completed application signed by agent and insured**
  - Photos of front and back of property**
  - Appraisal (only needed if coverage is \$300,000 or more)**
  - A copy of the quote**
  - A copy of the Agent Premium Worksheet**
  - Payment is being submitted (as calculated on quote and premium worksheet)**
  - If there are no claims, I have entered “NONE” on the application. I have provided details for each claim, including cause and origin and a description of repairs made. I understand that GUA may ask for more details on all large or unusual claims.**
- I understand that personal checks are not accepted. Agent check should be NET (gross premium less commission).**
- I am keeping a copy of everything that I am submitting for my own file.**
- I understand and have explained to my insured that no coverage is effective until GUA receives all completed and signed documents with proper payment. If my agency issues a binder or certificate of insurance, I understand that I am doing so through my agency, not through Georgia Underwriting Association. No agent has binding authority through this Association.**