

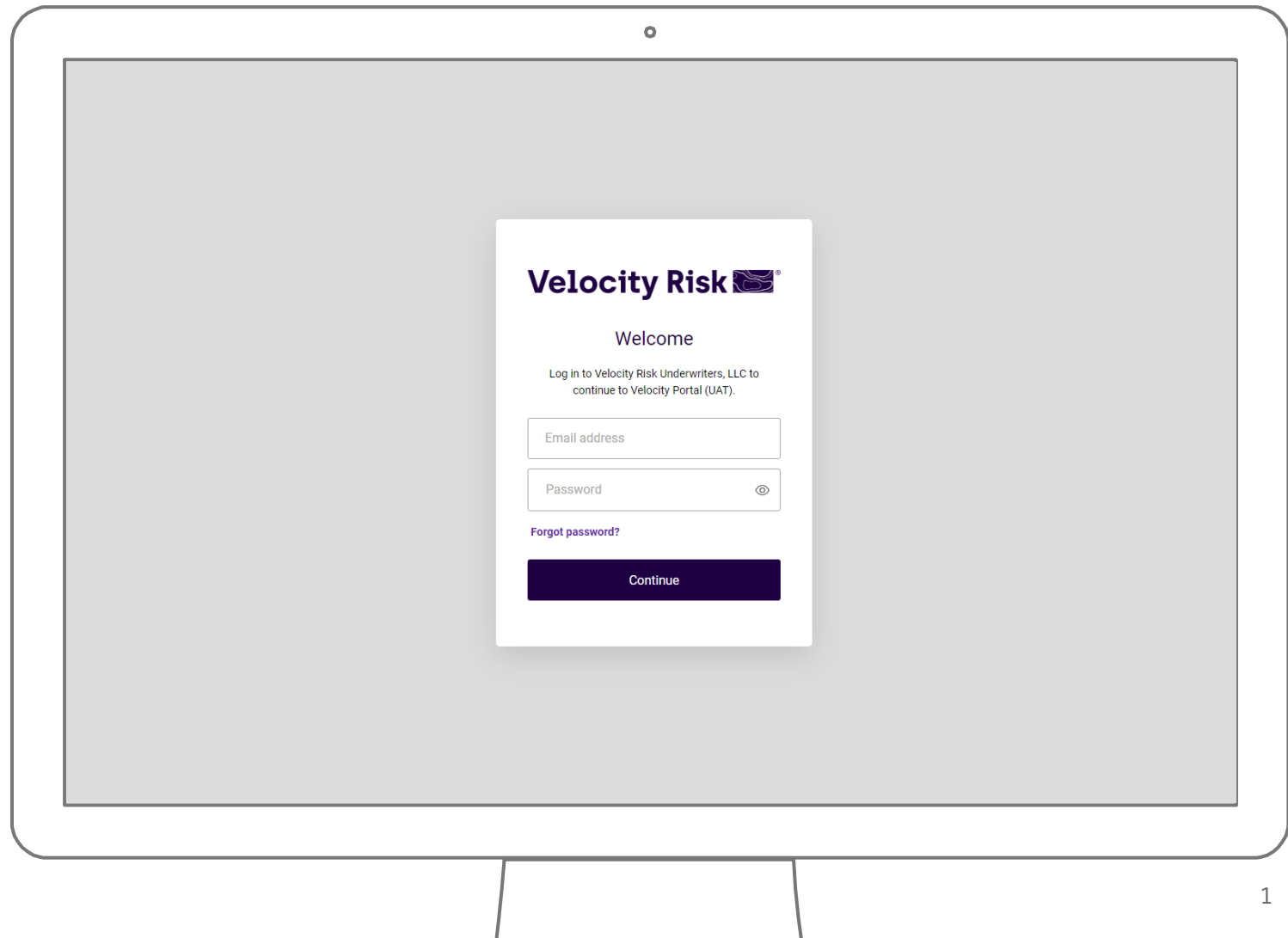
## Accessing the Portal

Velocity's quoting platform is designed for speed and flexibility. Use this guide for tips on getting the best rate and minimize the learning curve.

Access our portal:  
[my.velocityrisk.com](https://my.velocityrisk.com)

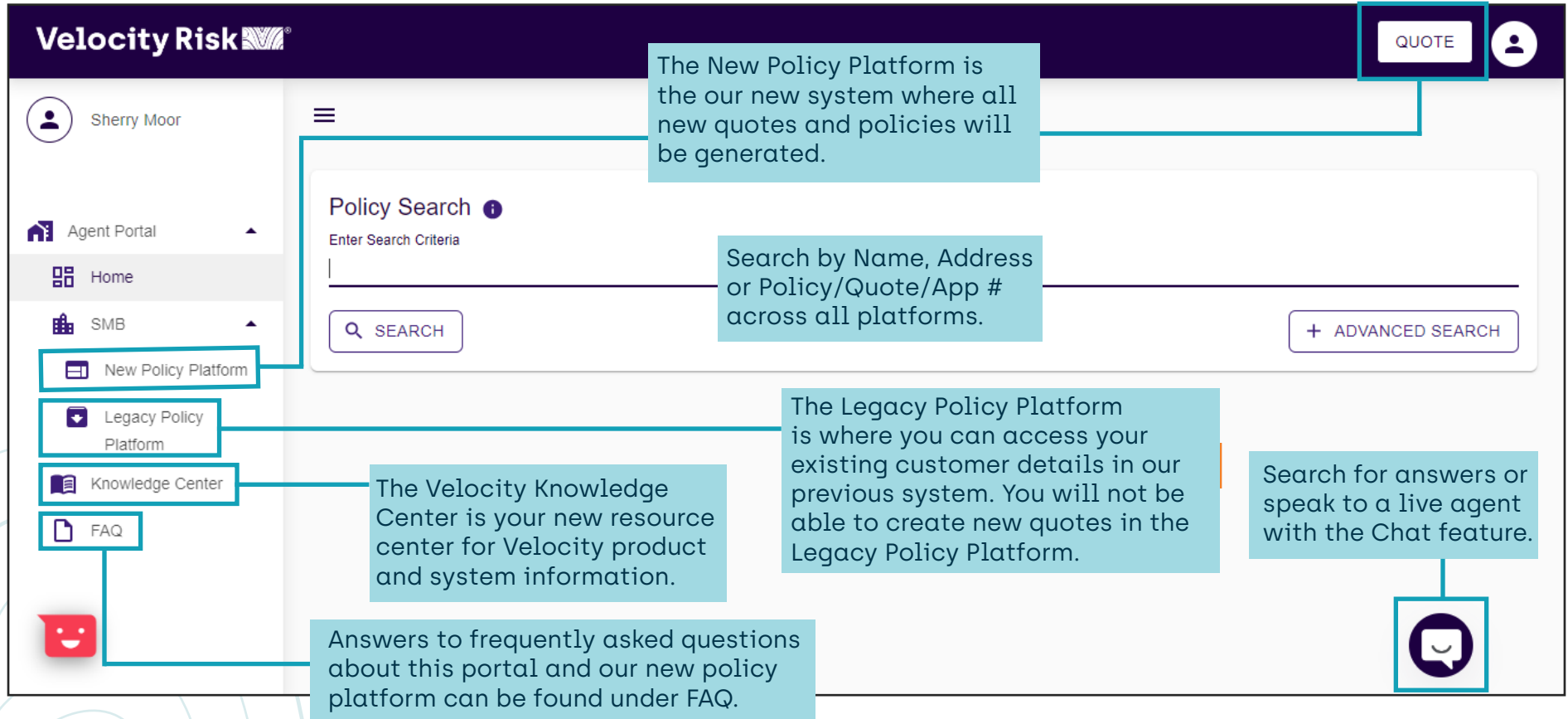
Enter your credentials and  
click **Continue**

If you can't remember your  
login credentials email:  
[marketing@velocityrisk.com](mailto:marketing@velocityrisk.com)



## Portal Navigation

The My Velocity portal is your access point to all things Velocity. Search by name, address, or Policy/Quote/App# across all platforms. The Dashboard provides quick links to both of our policy administration systems and our knowledge center.



The screenshot shows the Velocity Risk portal interface. The top navigation bar includes the Velocity Risk logo, a user profile icon for Sherry Moor, and a 'QUOTE' button. The left sidebar contains navigation links for 'Agent Portal', 'Home', 'SMB', 'New Policy Platform', 'Legacy Policy Platform', 'Knowledge Center', and 'FAQ'. The main content area features a 'Policy Search' section with a search input field and a 'SEARCH' button. A 'Chat' icon is located in the bottom right corner.

The New Policy Platform is the our new system where all new quotes and policies will be generated.

Search by Name, Address or Policy/Quote/App # across all platforms.

The Legacy Policy Platform is where you can access your existing customer details in our previous system. You will not be able to create new quotes in the Legacy Policy Platform.

The Velocity Knowledge Center is your new resource center for Velocity product and system information.

Search for answers or speak to a live agent with the Chat feature.

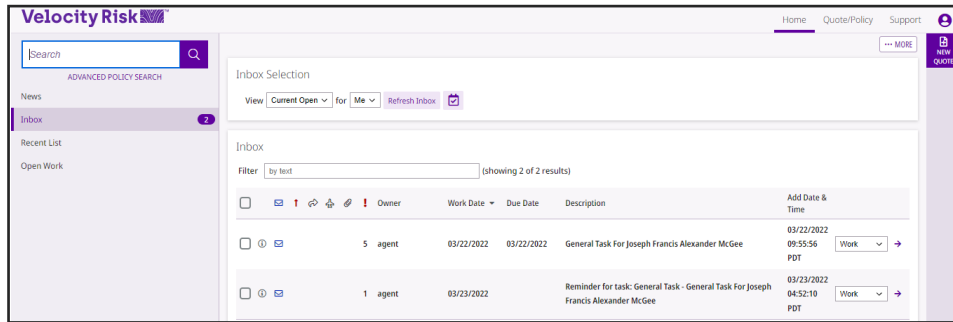
Answers to frequently asked questions about this portal and our new policy platform can be found under FAQ.

# Quote Flow Guide

## Small Commercial - Retail

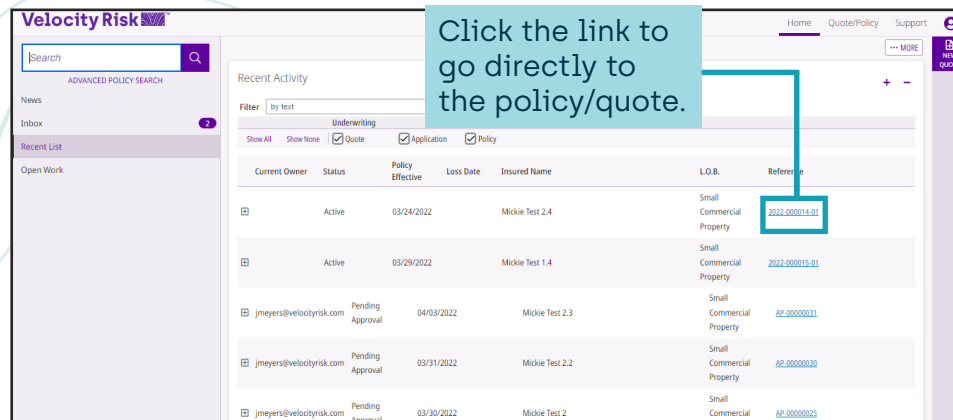
## Inbox

After logging into the new platform, you will be directed to your inbox. This is where notifications and tasks about your existing policies and quotes will be housed.



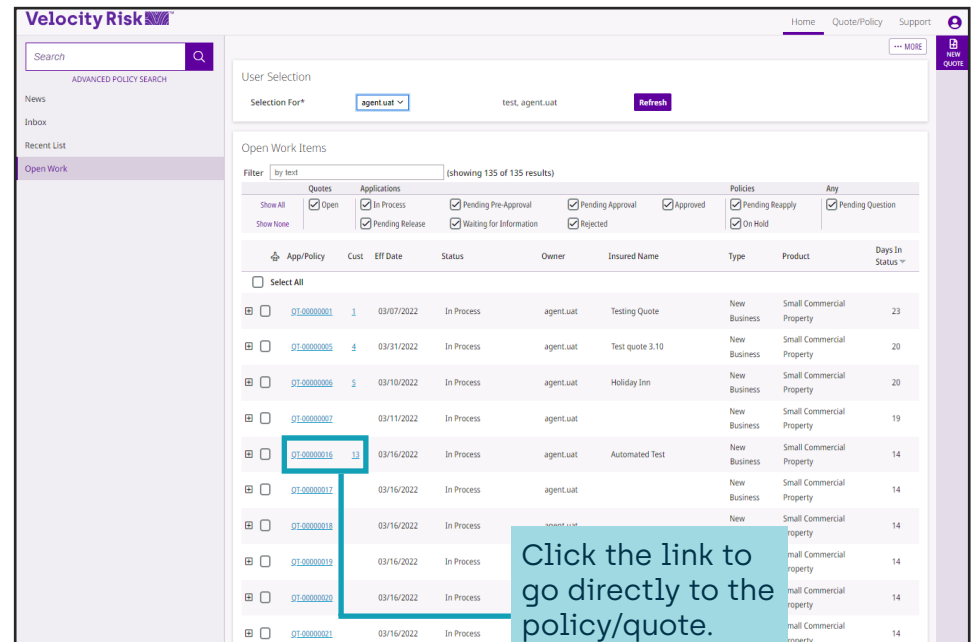
## Recent List

To access recently viewed policies and quotes click the Recent List tab.



## Open Work

Tasks that are currently open and active are located under the Open Work tab.

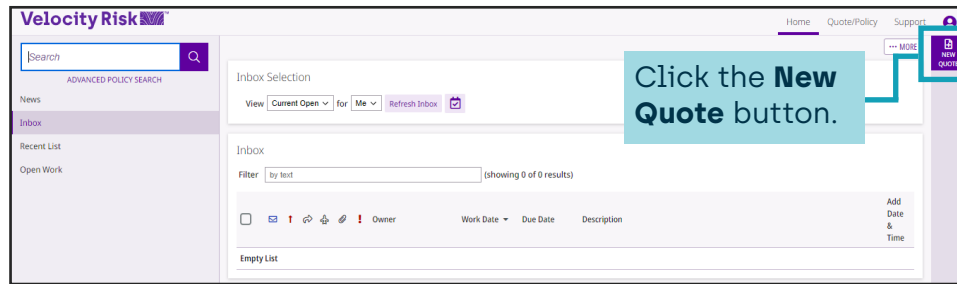


# Quote Flow Guide

## Small Commercial - Retail

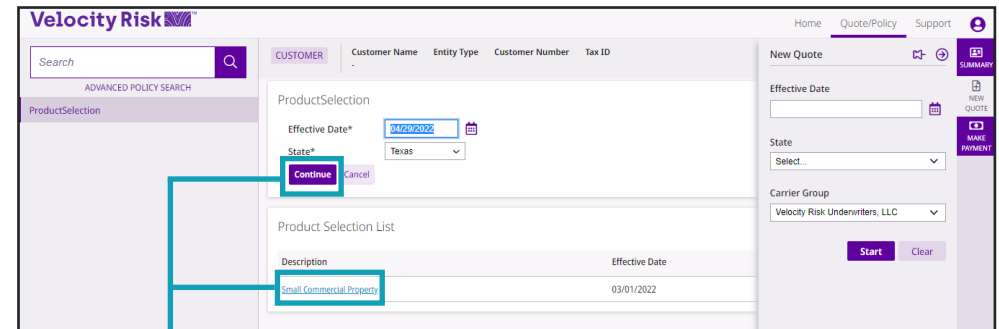
## Create A New Quote

Create a new quote by clicking the New Quote Button.



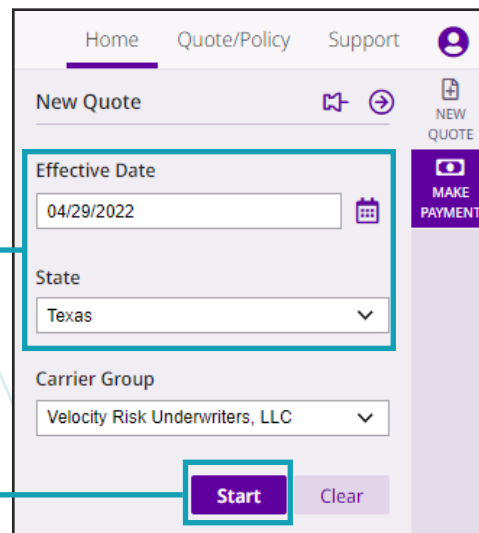
## Product Selection

If multiple products are available for the state select product link to continue.



If only 1 product is available. You can click the **Product Link** or **Continue** button.

Enter Effective Date and State.



Click the **Start** button.

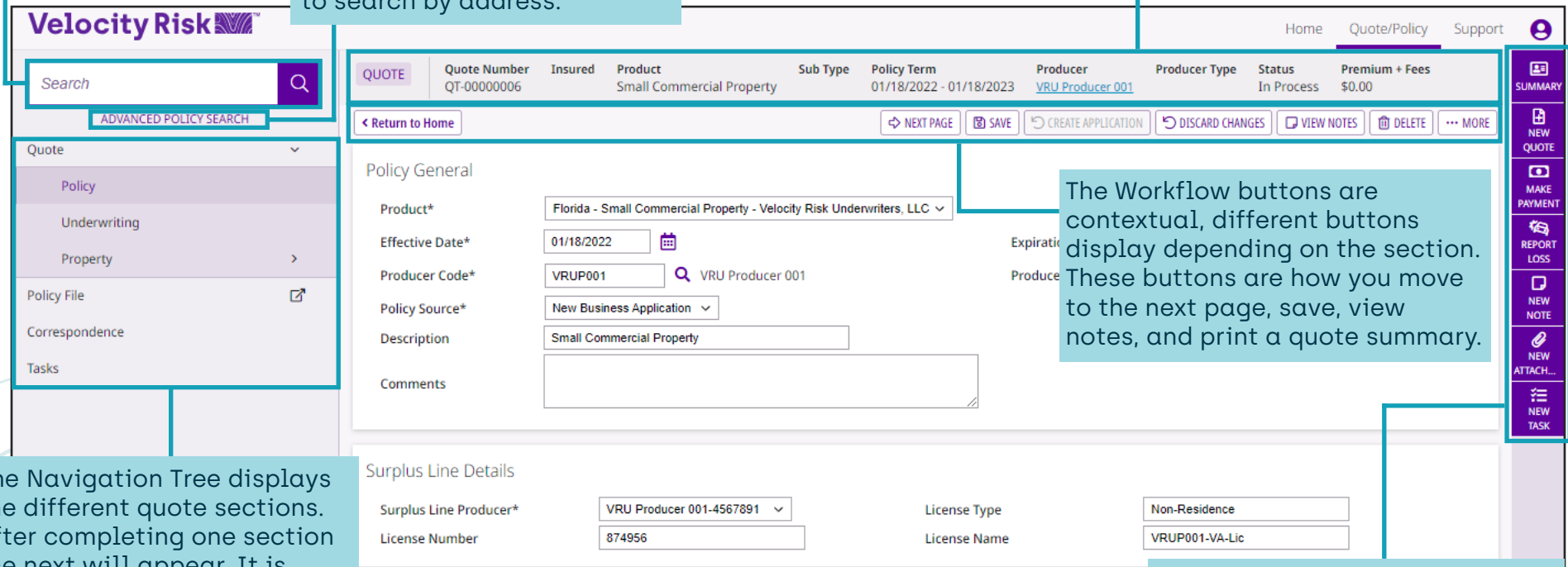
## Navigation and General Details

It is important to understand the workspace and how to navigate around the platform. Fields with an asterisk (\*) are required.

Policy, quote, app, or name search.

Click **Advanced Policy Search** to search by address.

The Information Bar is where you find the quote #, Insured Name, Product Type, Policy Term, and Status.



The screenshot shows the Velocity Risk quote flow interface. The top navigation bar includes 'Home', 'Quote/Policy', and 'Support'. The main content area is divided into sections: 'Policy General' and 'Surplus Line Details'. The 'Policy General' section includes fields for Product\*, Effective Date\*, Producer Code\*, Policy Source\*, Description, and Comments. The 'Surplus Line Details' section includes fields for Surplus Line Producer\*, License Number, License Type, and License Name. A right-hand sidebar contains a 'Quick Access Menu' with buttons for 'SUMMARY', 'NEW QUOTE', 'MAKE PAYMENT', 'REPORT LOSS', 'NEW NOTE', 'NEW ATTACH...', and 'NEW TASK'. A search bar is located at the top left, and an 'ADVANCED POLICY SEARCH' button is below it. A 'Return to Home' button is also present.

QUOTE	Quote Number	Insured	Product	Sub Type	Policy Term	Producer	Producer Type	Status	Premium + Fees
	QT-00000006		Small Commercial Property		01/18/2022 - 01/18/2023	VRU Producer 001		In Process	\$0.00

**Policy General**

Product\* Florida - Small Commercial Property - Velocity Risk Underwriters, LLC

Effective Date\* 01/18/2022

Producer Code\* VRUP001 VRU Producer 001

Policy Source\* New Business Application

Description Small Commercial Property

Comments

**Surplus Line Details**

Surplus Line Producer\* VRU Producer 001-4567891

License Number 874956

License Type Non-Residence

License Name VRUP001-VA-Lic

The Workflow buttons are contextual, different buttons display depending on the section. These buttons are how you move to the next page, save, view notes, and print a quote summary.

The Navigation Tree displays the different quote sections. After completing one section the next will appear. It is important to complete the sections in order to get the best experience.

The right panel displays the Quick Access Menu. Use these buttons to start a new quote, make a payment, create a note or task, and attach documents.

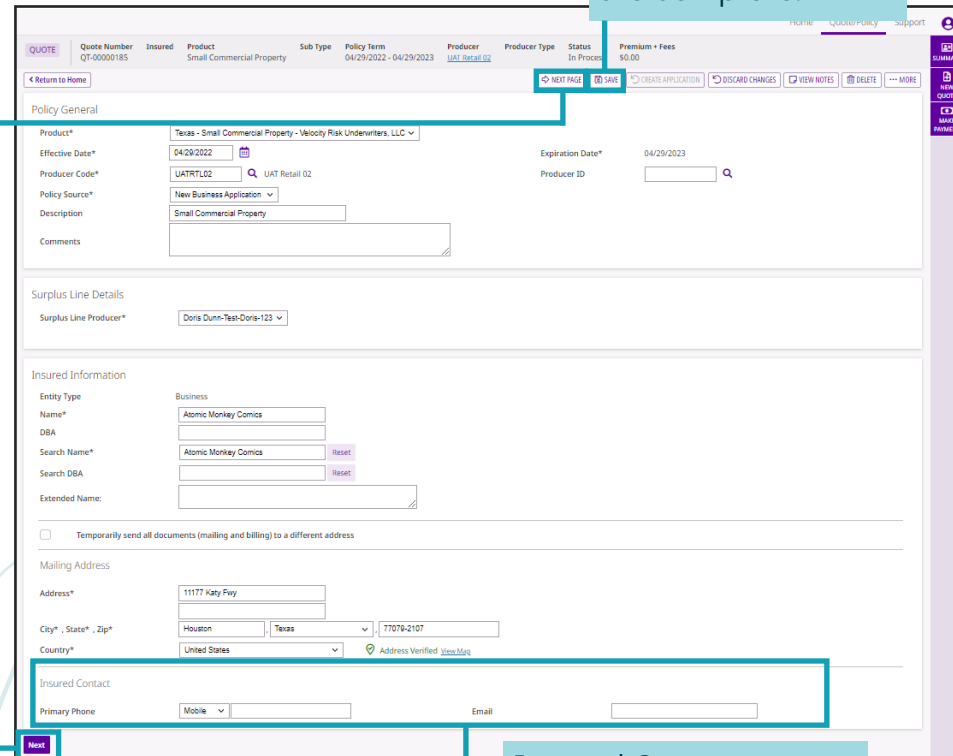
# Quote Flow Guide

## Small Commercial - Retail

## Insured Information

Enter the insured name, mailing address, and contact information.

Click **Save** to verify all required fields are complete.



Product\* Texas - Small Commercial Property - Velocity Risk Underwriters, LLC

Effective Date\* 04/29/2022

Producer Code\* UATRTL02 UAT Retail 02

Policy Source\* New Business Application

Description Small Commercial Property

Comments

Surplus Line Details

Surplus Line Producer\* Doris Duns-Tes-Doris-123

Insured Information

Entity Type Business

Name\* Atomic Monkey Comics

DBA

Search Name\* Atomic Monkey Comics

Search DBA

Extended Name:

Temporarily send all documents (mailing and billing) to a different address

Mailing Address

Address\* 11177 Katy Pkwy

City\*, State\*, Zip\* Houston, Texas, 77078-2107

Country\* United States

Insured Contact

Primary Phone Mobile

Email

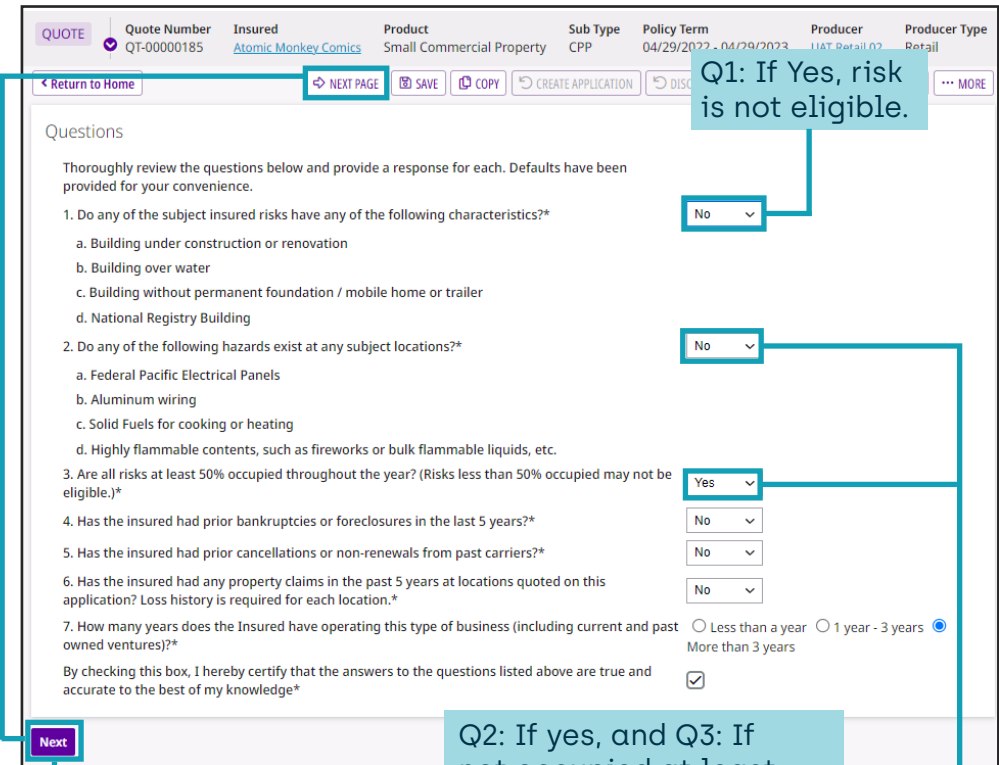
Next

Click **Next Page** to continue to the Underwriting section.

Insured Contact details may be entered but are not required. Inspection contact details are entered in the application.

## Underwriting Questions

Answer the underwriting questions to determine eligibility. Underwriting approval may be required.



Quote Number QT-0000185 Insured Atomic Monkey Comics Product Small Commercial Property Sub Type CPP Policy Term 04/29/2022 - 04/29/2023 Producer UAT Retail 02 Producer Type Retail

Return to Home Next Page Save Copy Create Application Discard Changes View Notes Delete More

### Questions

Thoroughly review the questions below and provide a response for each. Defaults have been provided for your convenience.

1. Do any of the subject insured risks have any of the following characteristics?\*

- a. Building under construction or renovation
- b. Building over water
- c. Building without permanent foundation / mobile home or trailer
- d. National Registry Building

2. Do any of the following hazards exist at any subject locations?\*

- a. Federal Pacific Electrical Panels
- b. Aluminum wiring
- c. Solid Fuels for cooking or heating
- d. Highly flammable contents, such as fireworks or bulk flammable liquids, etc.

3. Are all risks at least 50% occupied throughout the year? (Risks less than 50% occupied may not be eligible.)\*

4. Has the insured had prior bankruptcies or foreclosures in the last 5 years?\*

5. Has the insured had prior cancellations or non-renewals from past carriers?\*

6. Has the insured had any property claims in the past 5 years at locations quoted on this application? Loss history is required for each location.\*

7. How many years does the Insured have operating this type of business (including current and past owned ventures)?\*

Less than a year  1 year - 3 years  More than 3 years

By checking this box, I hereby certify that the answers to the questions listed above are true and accurate to the best of my knowledge\*

Next

Q1: If Yes, risk is not eligible.

Q2: If yes, and Q3: If not occupied at least 50% annually; risk is not eligible for AOP, but may have Wind only coverage.

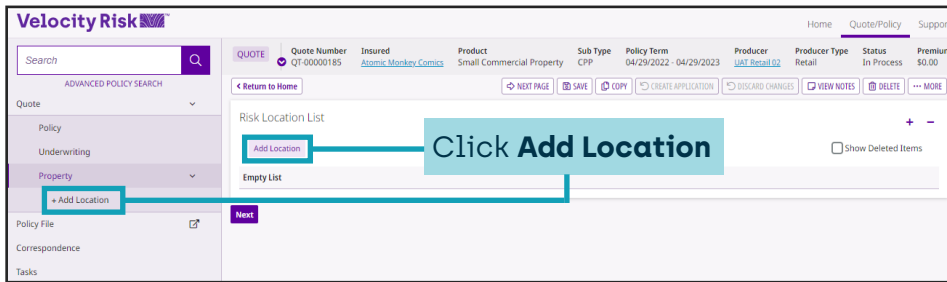
Click **Next Page** to enter details about the property.

# Quote Flow Guide

## Small Commercial - Retail

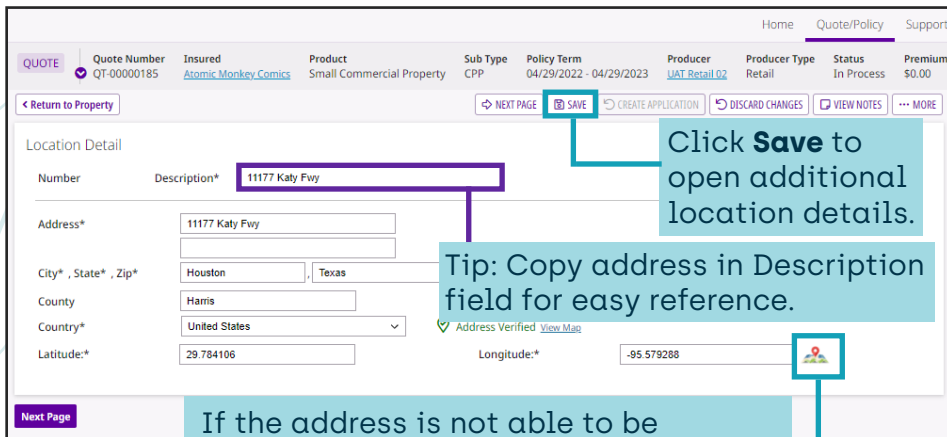
## Add a Location

Add a location and building details to the quote.



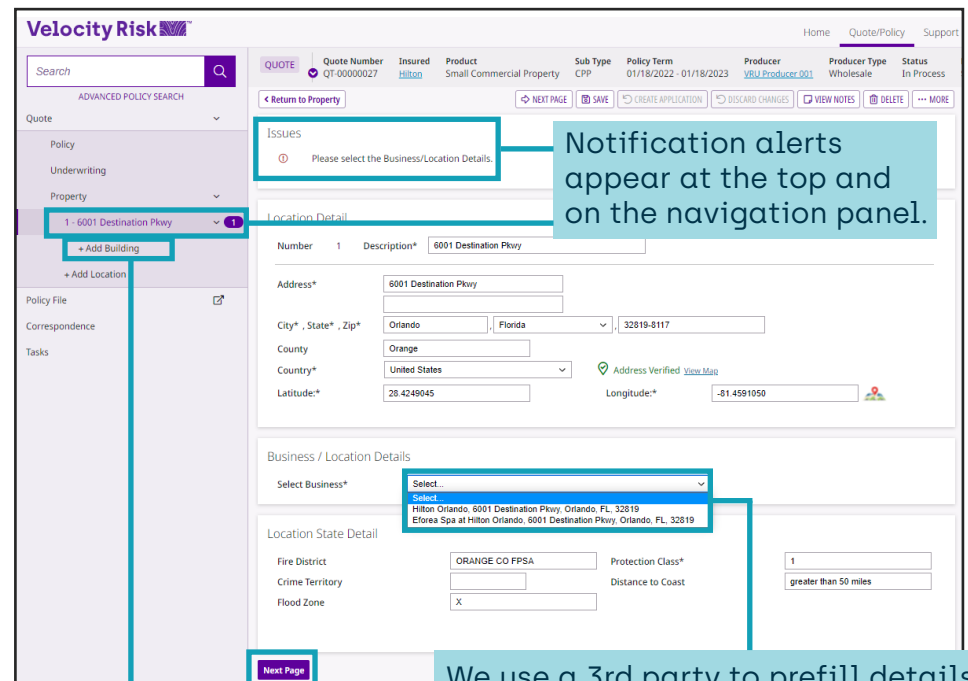
## Location Details

Mailing address detail we prefill for the location address, update if different.



## System Notifications

Missing details or underwriting notifications will appear at the top as an issue. There will also be an indicator on the Navigation Tree to indicate where the issue generated.



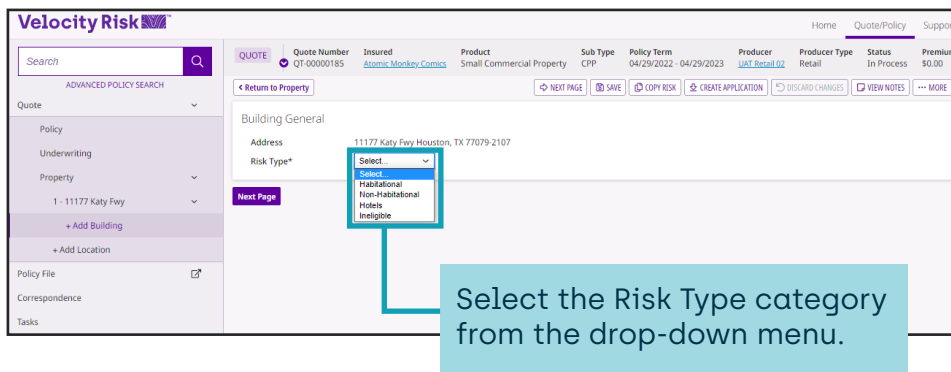
We use a 3rd party to prefill details and RCE data. A multi tenant risk may ask for a selection of the appropriate business entity at the location. Select no match if the tenant does not appear in the list.

# Quote Flow Guide

## Small Commercial - Retail

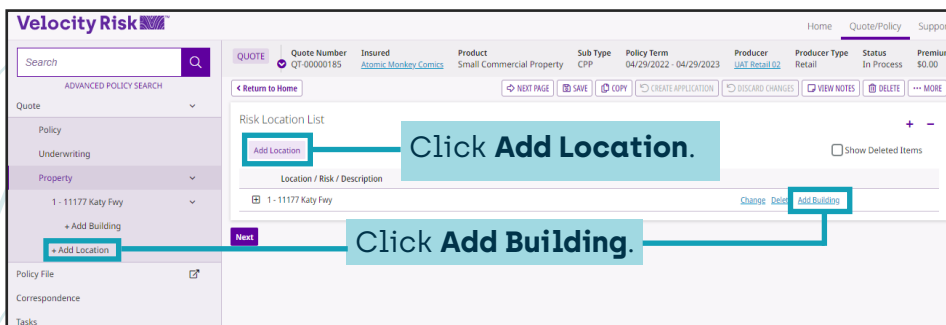
## Add a Building

Add a building to the location. Ineligible risk types are also listed here.



Select the Risk Type from the drop-down menu.

Additional locations and buildings can also be added by in the Property section.

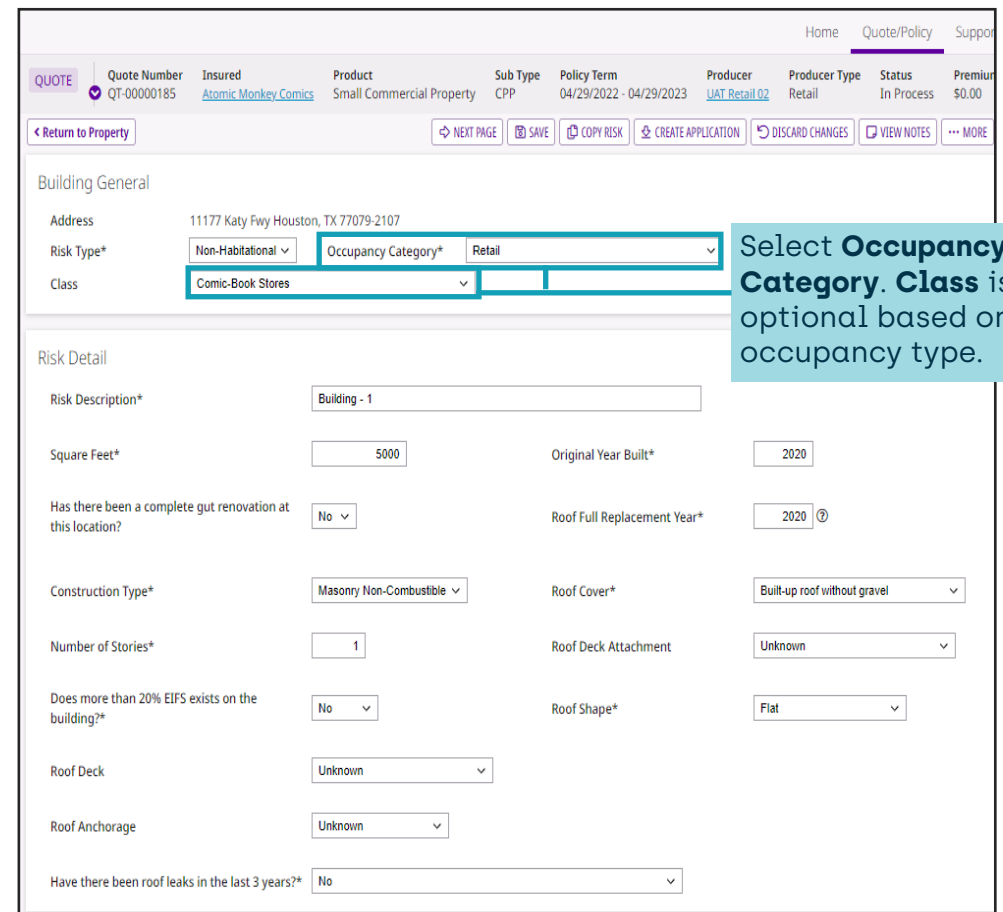


Click Add Location.

Click Add Building.

## Risk Details

Enter details about the building and update the basic coverages to customize the quote.



Select **Occupancy Category**. Class is optional based on occupancy type.

Field	Value
Risk Description*	Building - 1
Square Feet*	5000
Original Year Built*	2020
Has there been a complete gut renovation at this location?	No
Roof Full Replacement Year*	2020
Construction Type*	Masonry Non-Combustible
Roof Cover*	Built-up roof without gravel
Number of Stories*	1
Roof Deck Attachment	Unknown
Does more than 20% EIFS exists on the building?*	No
Roof Shape*	Flat
Roof Deck	Unknown
Roof Anchorage	Unknown
Have there been roof leaks in the last 3 years?*	No



# Quote Flow Guide

## Small Commercial - Retail

### Risk Details

We use 3rd party data to populate an estimated RCE value. If we locate details a RCE value will be prefilled as an estimate. This value may be adjusted as needed.

**Indicate any Protective Devices for a discount.**

**Enter desired coverage limits.**

**Complete the Supplemental questions with system update details.**

**Coverage C is split between Contents and Improvements and Betterments.**

**IMPORTANT:** Click **Save** to run risk modeling for the most accurate price and to access the itemized Other Structures limit.

### Coverage List

The selected coverage limits are displayed on the coverage list.

**Click Add to include Coverage B items to the coverage list.**

Status	Coverage Description	Limit 1	Limit 2	Deductible	Term Premium
In Force	Coverage A - Building	\$3,460,167.00			\$0.00
Available	Coverage B - Other Structures				
In Force	Coverage C - Personal Property	\$110,000.00			\$0.00
In Force	Coverage D - Business Income	\$500,000.00			\$0.00
<b>Total:</b>					<b>\$0.00</b>

**Select item type, provide a description, and desired limit.**

**Click Save to complete Coverage B selection or Add Another to add additional items.**

# Quote Flow Guide

## Small Commercial - Retail

### Deductibles & Endorsements

Select deductible preferences and add any optional coverages.

Click this link for a detailed description of our available coverage packages.

### Coverage List

A detailed list of selected endorsements, limits and deductibles.

Coverage List (showing 9 of 9 results)

Status	Coverage Description	Limit 1	Limit 2	Deductible	Term Premium
In Force	Wind/Hail Coverage			3%	\$51,343.00
In Force	Earthquake Coverage			3%	\$274.00
In Force	Additional Coverage and Sublimits Package				\$0.00
In Force	All Other Perils			\$5,000.00	\$4,437.00
In Force	Equipment Breakdown			\$5,000.00	\$325.00
In Force	Terrorism Coverage			\$5,000.00	\$1,181.00
In Force	Florida Ground Cover Collapse Coverage				\$0.00
In Force	Florida Sinkhole				\$347.00
In Force	Cyber Liability	\$50,000.00		\$1,000.00	\$224.00
Total:					\$58,131.00

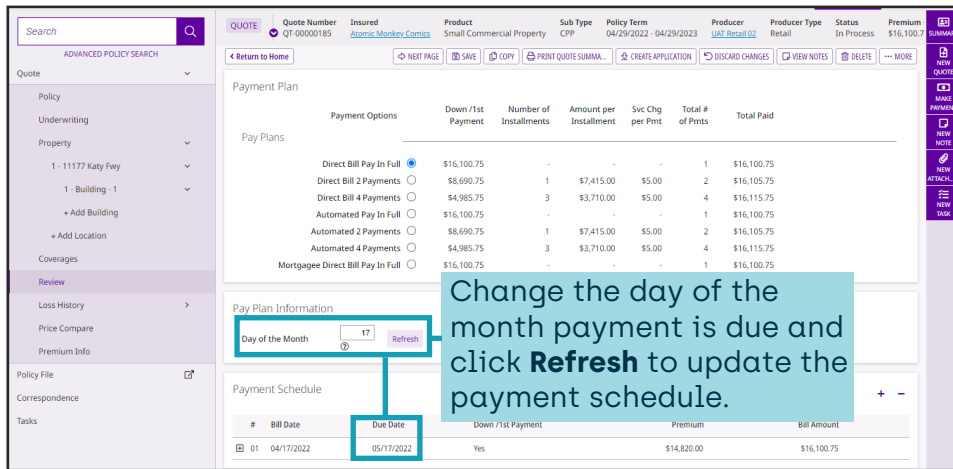
Click **Next** to continue to Premium Review.

# Quote Flow Guide

## Small Commercial - Retail

## Pay Plan & Premium Review

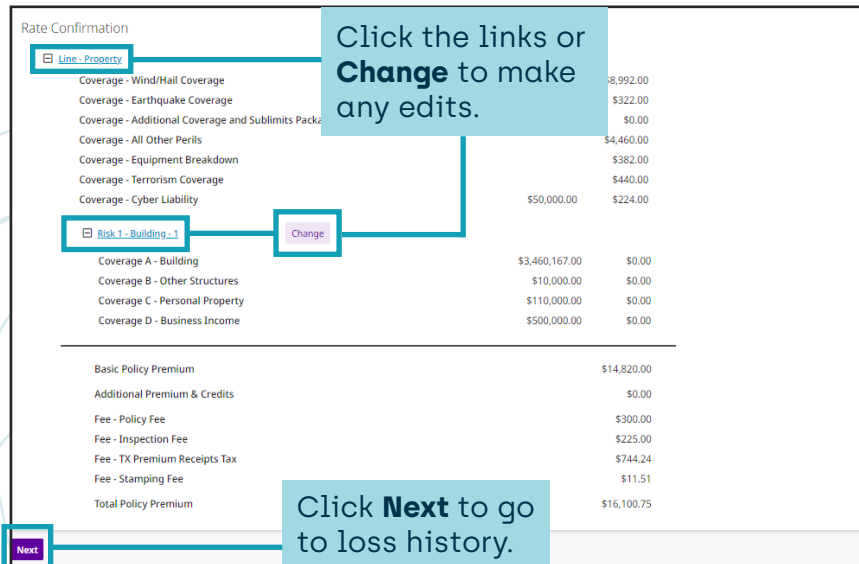
Choose a payment plan and review premium details.



Payment Options	Down /1st Payment	Number of Installments	Amount per Installment	Svc Chg per Pmt	Total # of Pmts	Total Paid
Direct Bill Pay In Full	\$16,100.75	1	-	-	1	\$16,100.75
Direct Bill 2 Payments	\$8,690.75	2	\$7,415.00	\$5.00	2	\$16,105.75
Direct Bill 4 Payments	\$4,985.75	3	\$3,710.00	\$5.00	4	\$16,115.75
Automated Pay In Full	\$16,100.75	1	-	-	1	\$16,100.75
Automated 2 Payments	\$8,690.75	2	\$7,415.00	\$5.00	2	\$16,105.75
Automated 4 Payments	\$4,985.75	3	\$3,710.00	\$5.00	4	\$16,115.75
Mortgagee Direct Bill Pay In Full	\$16,100.75	1	-	-	1	\$16,100.75

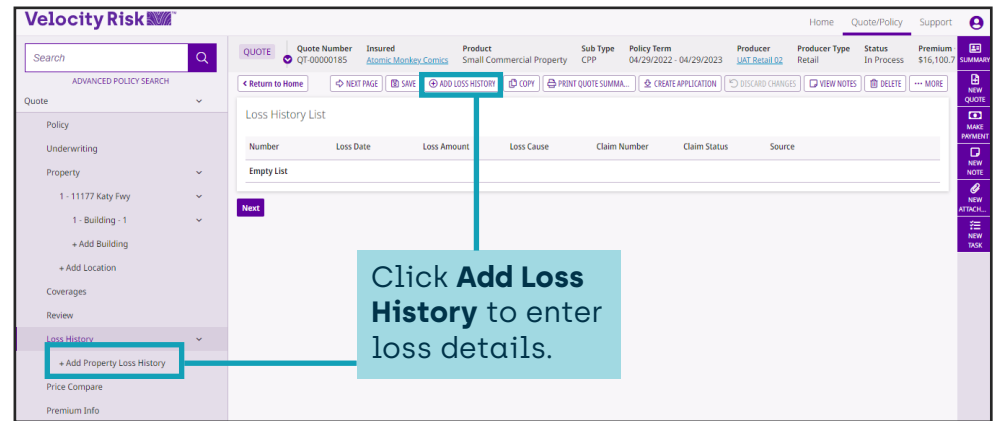
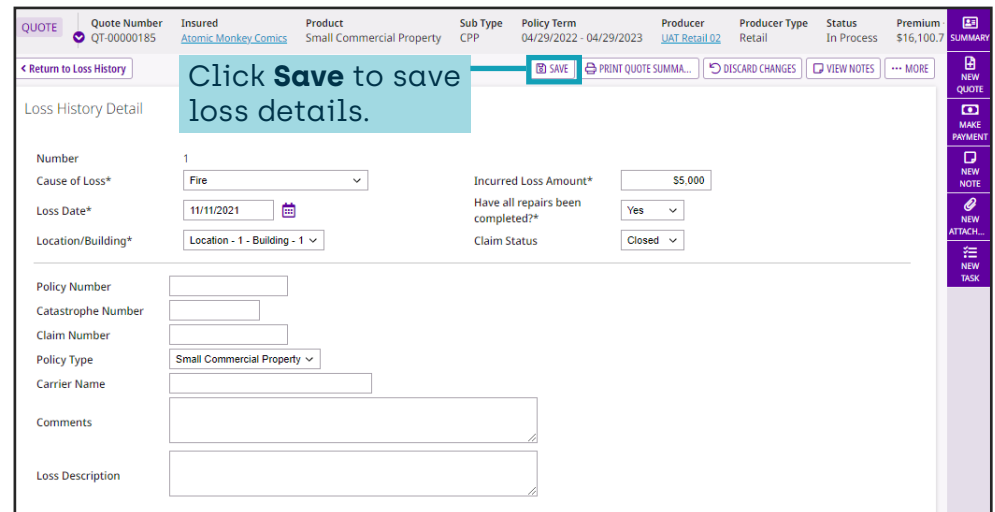
#	Bill Date	Due Date	Down /1st Payment	Premium	Bill Amount
01	04/17/2022	05/17/2022	Yes	\$14,820.00	\$16,100.75



Coverage	Amount
Coverage - Wind/Hail Coverage	\$8,992.00
Coverage - Earthquake Coverage	\$322.00
Coverage - Additional Coverage and Sublimits Pack	\$0.00
Coverage - All Other Perils	\$4,460.00
Coverage - Equipment Breakdown	\$382.00
Coverage - Terrorism Coverage	\$440.00
Coverage - Cyber Liability	\$50,000.00
Coverage A - Building	\$3,460,167.00
Coverage B - Other Structures	\$10,000.00
Coverage C - Personal Property	\$110,000.00
Coverage D - Business Income	\$500,000.00
Basic Policy Premium	\$14,820.00
Additional Premium & Credits	\$0.00
Fee - Policy Fee	\$300.00
Fee - Inspection Fee	\$225.00
Fee - TX Premium Receipts Tax	\$744.24
Fee - Stamping Fee	\$11.51
Total Policy Premium	\$16,100.75

## Loss History

Enter any property losses for the risk.

Loss History Detail

Number: 1

Cause of Loss\*: Fire

Incurred Loss Amount\*: \$5,000

Loss Date\*: 11/11/2021

Have all repairs been completed?: Yes

Location/Building\*: Location - 1 - Building - 1

Claim Status: Closed

Policy Number: [ ]

Catastrophe Number: [ ]

Claim Number: [ ]

Policy Type: Small Commercial Property

Carrier Name: [ ]

Comments: [ ]

Loss Description: [ ]

# Quote Flow Guide

## Small Commercial - Retail

## Loss History List

Continue entering losses. Upload required 3 - 5 year loss runs for review.

Number	Loss Date	Loss Amount	Loss Cause	Claim Number	Claim Status	Source
1	11/11/2021	\$5,000.00	Fire		Closed	Application

## Price Compare

To create multiple quotes with various options use the Price Compare tool.

Price Compare

There are no iterations of this quote to compare.  
If you would like to create a new iteration, use the Copy Quote action and select New Linked Quote.

Click **Select Files to Upload** to find and upload the document.

New Quote Attachment

Select **Loss Run** from menu.

Name\*  
Loss Run

Category  
General

Description\*  
Loss Run for Hilton

Comments

Select Files to Upload

Show Advanced Options

Add Attachment Clear

Copy the current quote as:

A new quote

A new quote linked to the current quote

Select to link the quote to the current quote to see a side-by-side comparison of the quotes.

Description of the current quote:  
5% Wind Ded

Description of the new quote:  
3% Wind Ded

Provide a description to distinguish between the quotes.

Note: When any member of a group of linked quotes is changed to an application, all other linked quotes will be automatically closed. Closed quotes can be re-opened at any time.

Click **OK** to copy the quote.

OK Cancel

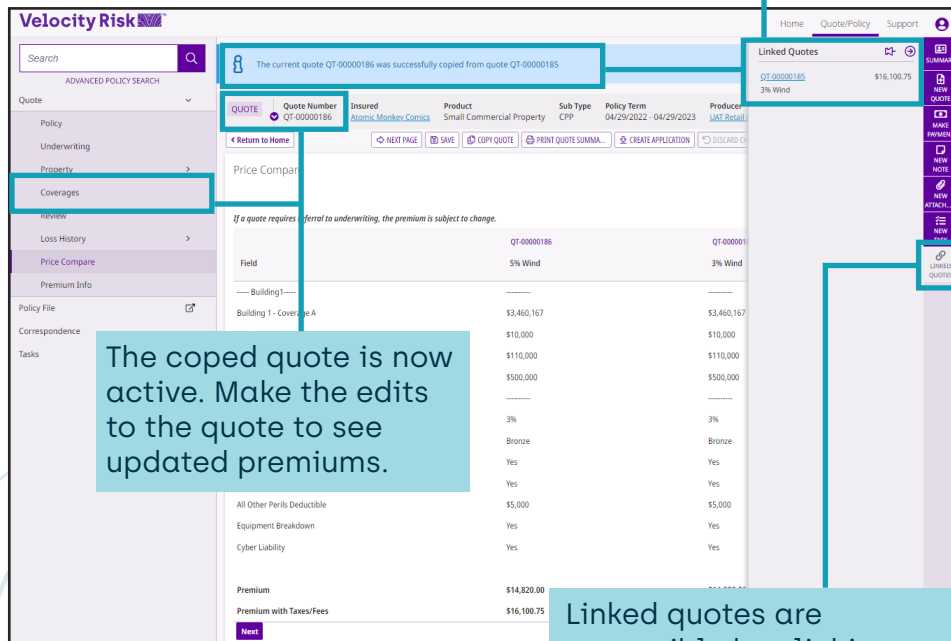
# Quote Flow Guide

## Small Commercial - Retail

## Price Compare Linked Quote

The current and copied quotes are linked and details are displayed. Update the copied quote with the changes to see the premium difference.

The quotes are now linked.



The screenshot shows the Velocity Risk interface with two quotes displayed side-by-side for comparison. The current quote (QT-00000186) has a premium of \$16,100.75, and the copied quote (QT-00000185) has a premium of \$14,820.00. The interface includes a navigation menu on the left, a top navigation bar, and a main content area with various tabs and buttons. A callout box highlights the 'Linked Quotes' button in the top right corner.

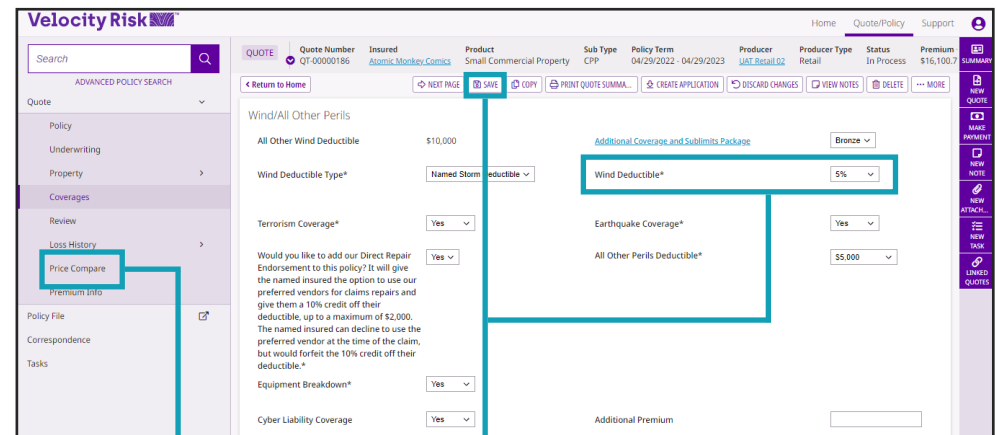
Field	QT-00000186	QT-00000185
Building 1 - Coverage A	\$3,460,167	\$3,460,167
	\$10,000	\$10,000
	\$110,000	\$110,000
	\$500,000	\$500,000
	3%	3%
	Bronze	Bronze
	Yes	Yes
	Yes	Yes
All Other Perils Deductible	\$5,000	\$5,000
Equipment Breakdown	Yes	Yes
Cyber Liability	Yes	Yes
Premium	\$14,820.00	\$14,820.00
Premium with Taxes/Fees	\$16,100.75	\$16,100.75

The copied quote is now active. Make the edits to the quote to see updated premiums.

Linked quotes are accessible by clicking the **Linked Quotes** button.

## Update Copied Quote

Update the now active copied quote with desired changes.



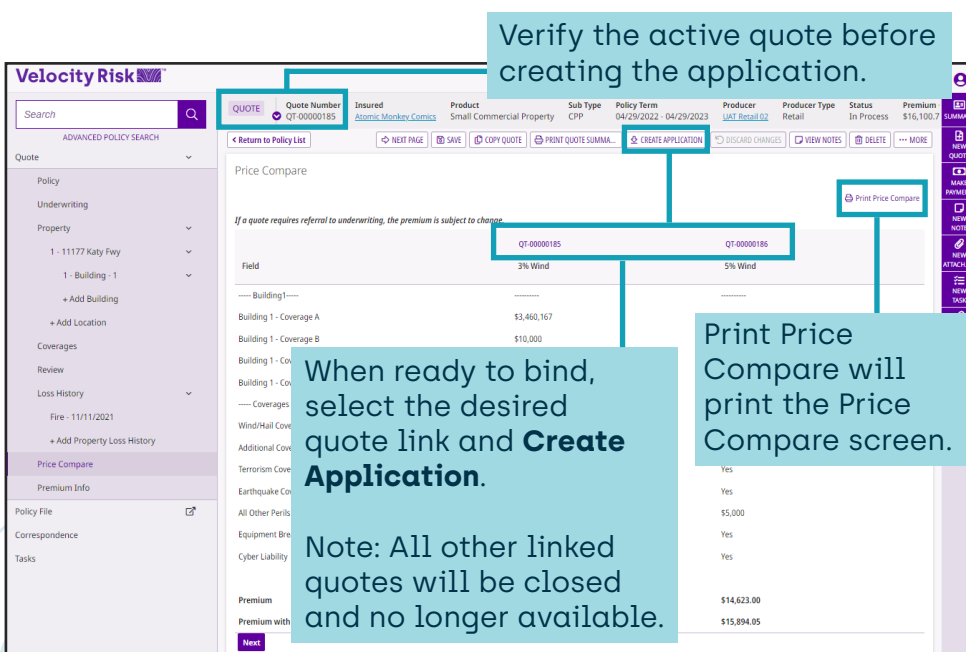
The screenshot shows the Velocity Risk interface with the 'Update Copied Quote' process. The interface includes a navigation menu on the left, a top navigation bar, and a main content area with various tabs and buttons. A callout box highlights the 'Price Compare' button in the top left corner. Another callout box highlights the 'Wind Deductible' dropdown menu in the main content area.

Update desired coverage / deductible options. Click **Save** to update the premium.

Click **Price Compare** to see the quotes side-by-side comparison.

## Price Compare Summary

Provide side-by-side comparison of quote options for the customer. Up to 15 different quote variations can be compared.



**Verify the active quote before creating the application.**

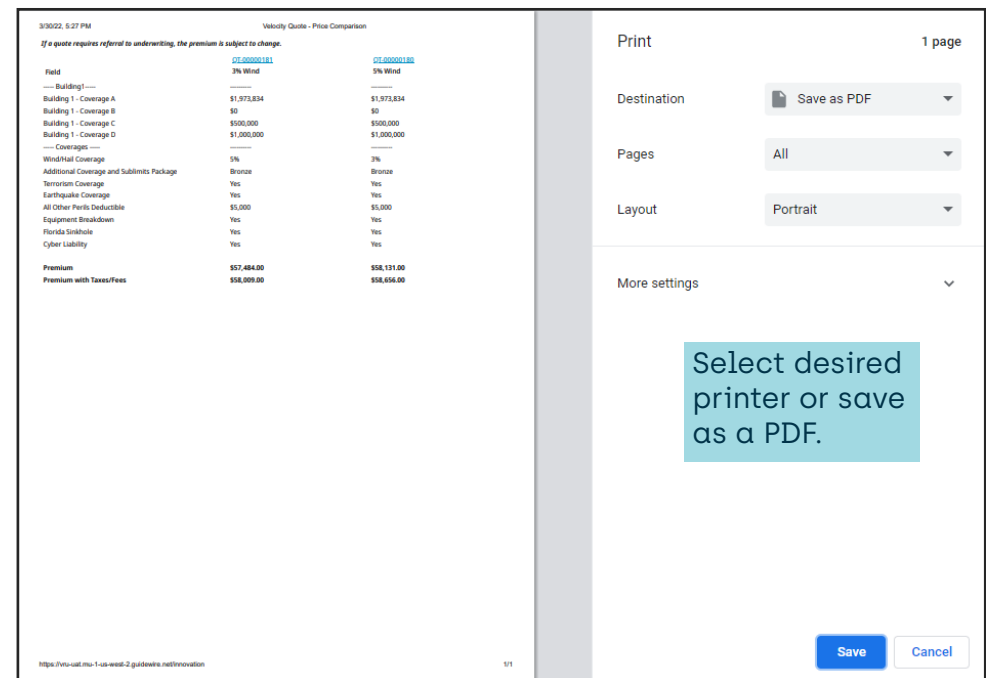
**When ready to bind, select the desired quote link and **Create Application**.**

**Note: All other linked quotes will be closed and no longer available.**

**Print Price Compare will print the Price Compare screen.**

Field	QT 00000185	QT 00000186
Building 1 - Coverage A	\$3,460,167	
Building 1 - Coverage B	\$10,000	
Premium	\$14,623.00	\$15,894.05

The price compare summary is an image of the Price Compare screen. If the quote requires underwriting approval the premium is subject to change.



**Select desired printer or save as a PDF.**

Field	QT 00000181	QT 00000186
Building 1 - Coverage A	\$1,973,834	\$1,973,834
Building 1 - Coverage B	\$0	\$0
Building 1 - Coverage C	\$500,000	\$500,000
Building 1 - Coverage D	\$1,000,000	\$1,000,000
Premium	\$57,484.00	\$58,131.00
Premium with Taxes/Fees	\$58,809.00	\$58,654.00

# Quote Flow Guide

## Small Commercial - Retail

## Quote Summary

A detailed quote summary is available. The Quote Summary is not an offer of coverage and may be subject to change upon underwriting approval.

Quote Summary is for the active quote.

Click Print Quote Summary.

If the risk requires underwriting approval it is recommended to not print the quote summary until after approval.

Field	Description	Amount
Building 1 - Coverage A		\$3,460,167
Building 1 - Coverage B		\$10,000
Building 1 - Coverage C		\$110,000
Building 1 - Coverage D		\$500,000
Wind/Hail Coverage	3% Wind	5%
Terrorism Coverage		Bronze
Earthquake Coverage		Yes
All Other Perils		\$5,000
Equipment Coverage		Yes
Cyber Liability		Yes
<b>Premium</b>		<b>\$14,820.00</b>
<b>Premium with Taxes/Fees</b>		<b>\$16,100.75</b>

## Velocity Risk

10 Burton Hills Blvd. Suite 300  
Nashville, TN 37215  
844-878-7529  
[www.VelocityRisk.com](http://www.VelocityRisk.com)

### General Property Policy Quote Summary

**Mailing Address and Named Insured:**  
Test Retail  
4902 113th Ave N  
Clearwater, FL 33760-4831

**Policy Term:**  
12:01 AM Local Time  
**Effective Date:** 04/11/2022  
**Expiration Date:** 04/11/2023

**Quote Number:**  
QT-00000181  
**Home state:** FL

**Producing Agent:**  
VRU Producer 001  
3900 75th St W  
Bradenton, FL 34209-5854

**Surplus Lines Producer:**  
Frank Smith  
3900 75th St W  
Bradenton, FL 34209-5854  
**FL License #:** VG1VA1VPL1

#### Quote Valid Until 05/26/2022

THIS INSURANCE IS ISSUED PURSUANT TO THE FLORIDA SURPLUS LINES LAW. PERSONS INSURED BY SURPLUS LINES CARRIERS DO NOT HAVE THE PROTECTION OF THE FLORIDA INSURANCE GUARANTY ACT TO THE EXTENT OF ANY RIGHT OF RECOVERY FOR THE OBLIGATION OF AN INSOLVENT UNLICENSED INSURER.

Summary of Premium, Taxes, and Fees:			
Coverage Premium	All Other Perils	\$4,437.00	
	Equipment Breakdown	\$325.00	
	Florida Sinkhole	\$347.00	
	Named Storm Wind & Hail % Deductible	\$50,777.00	
	Terrorism Risk Insurance Act	\$1,141.00	
	Earthquake	\$233.00	
	Cyber Liability	\$224.00	
	<b>Sub Total Premium</b>	<b>\$57,484.00</b>	
	Policy Fee	Policy Fee	\$300.00
	Inspection Fee		\$225.00
Subtotal		\$58,009.00	
<b>Total Policy Cost</b>		<b>\$58,009.00</b>	

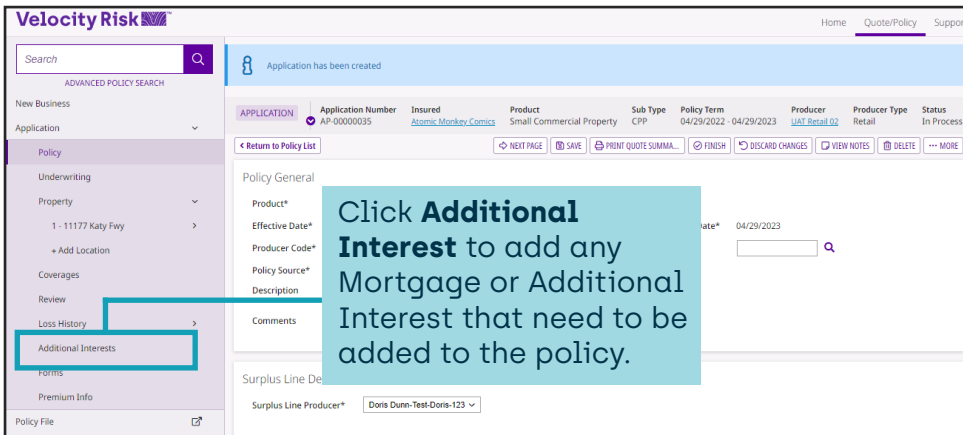


# Quote Flow Guide

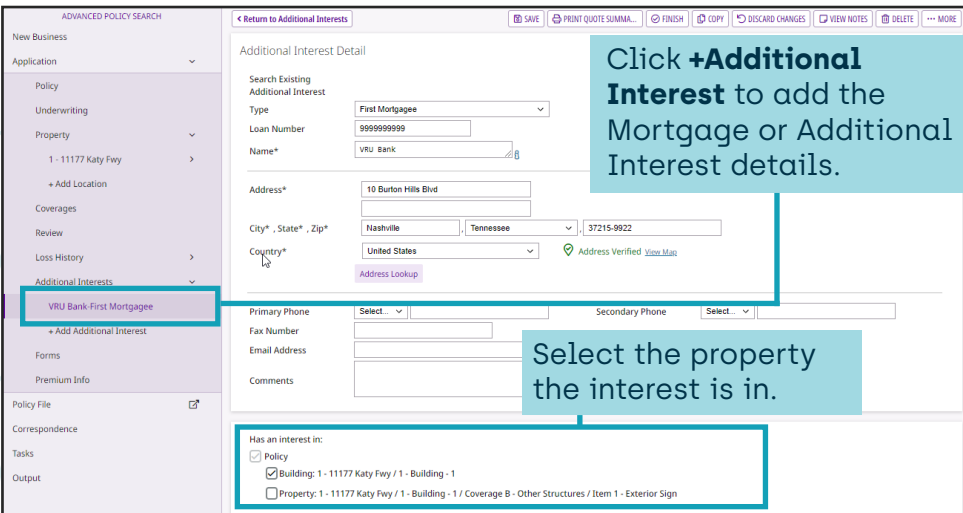
## Small Commercial - Retail

## Application

The application status is where contact details and additional interests can be added and attached forms can be reviewed.



Click **Additional Interest** to add any Mortgage or Additional Interest that need to be added to the policy.

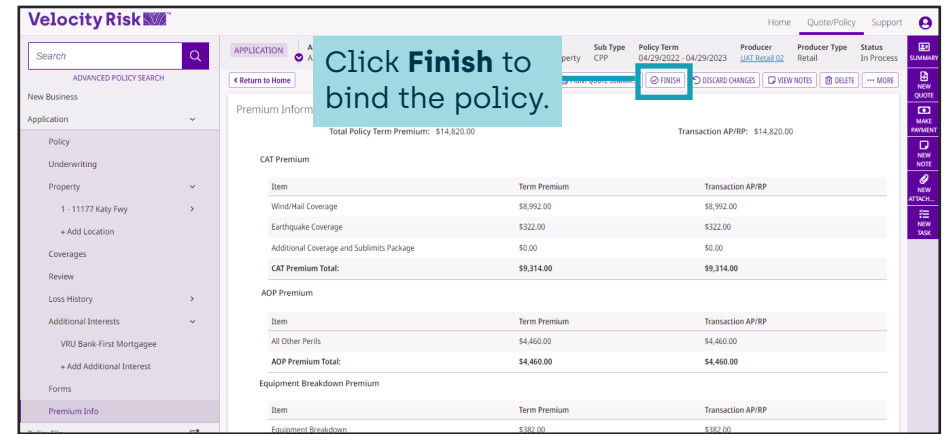


Click **+Additional Interest** to add the Mortgage or Additional Interest details.

Select the property the interest is in.

## Premium Information

Displays premium breakdown.

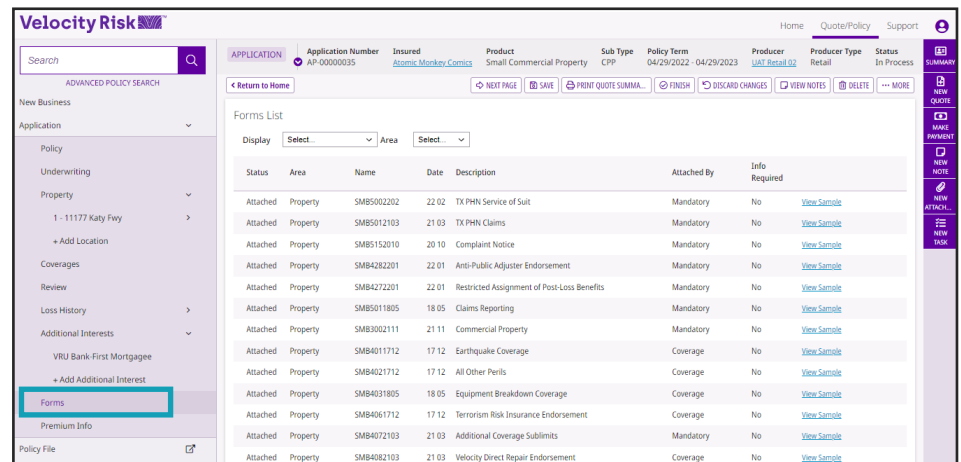


Click **Finish** to bind the policy.

Item	Term Premium	Transaction AP/RP
<b>CAT Premium</b>		
Wind/Hail Coverage	\$8,992.00	\$8,992.00
Earthquake Coverage	\$322.00	\$322.00
Additional Coverage and Sublimits Package	\$0.00	\$0.00
<b>CAT Premium Total:</b>	<b>\$9,314.00</b>	<b>\$9,314.00</b>
<b>AOP Premium</b>		
All Other Perils	\$4,460.00	\$4,460.00
<b>AOP Premium Total:</b>	<b>\$4,460.00</b>	<b>\$4,460.00</b>
<b>Equipment Breakdown Premium</b>		
Equipment Breakdown	\$387.00	\$387.00

## Forms Review

Access to all the forms attached to the policy.



Status	Area	Name	Date	Description	Attached By	Info Required
Attached	Property	SM8500202	22 02	TX PHN Service of Suit	Mandatory	No <a href="#">View Sample</a>
Attached	Property	SM8501203	21 03	TX PHN Claims	Mandatory	No <a href="#">View Sample</a>
Attached	Property	SM85152010	20 10	Complaint Notice	Mandatory	No <a href="#">View Sample</a>
Attached	Property	SM8428201	22 01	Anti-Public Adjuster Endorsement	Mandatory	No <a href="#">View Sample</a>
Attached	Property	SM8427201	22 01	Restricted Assignment of Post-Loss Benefits	Mandatory	No <a href="#">View Sample</a>
Attached	Property	SM85011805	18 05	Claims Reporting	Mandatory	No <a href="#">View Sample</a>
Attached	Property	SM83002111	21 11	Commercial Property	Mandatory	No <a href="#">View Sample</a>
Attached	Property	SM84011712	17 12	Earthquake Coverage	Coverage	No <a href="#">View Sample</a>
Attached	Property	SM84021712	17 12	All Other Perils	Coverage	No <a href="#">View Sample</a>
Attached	Property	SM84031805	18 05	Equipment Breakdown Coverage	Coverage	No <a href="#">View Sample</a>
Attached	Property	SM84061712	17 12	Terrorism Risk Insurance Endorsement	Coverage	No <a href="#">View Sample</a>
Attached	Property	SM84072103	21 03	Additional Coverage Sublimits	Mandatory	No <a href="#">View Sample</a>
Attached	Property	SM84082103	21 03	Velocity Direct Repair Endorsement	Coverage	No <a href="#">View Sample</a>

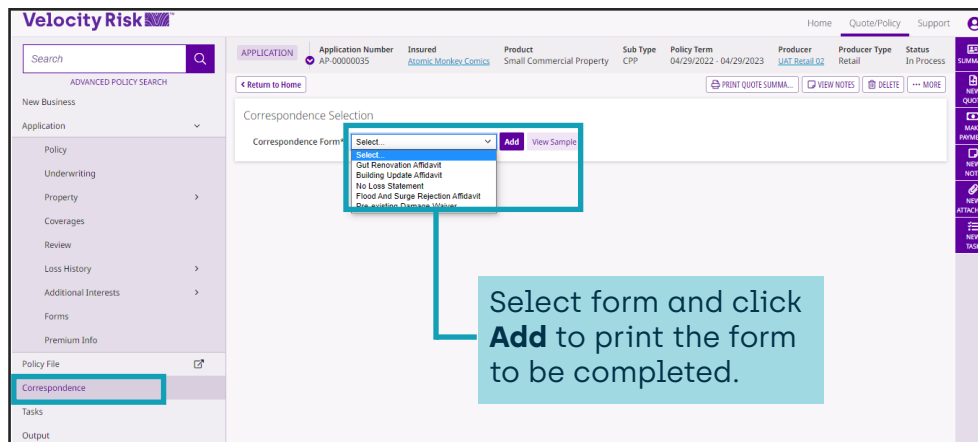


# Quote Flow Guide

## Small Commercial - Retail

## Correspondence

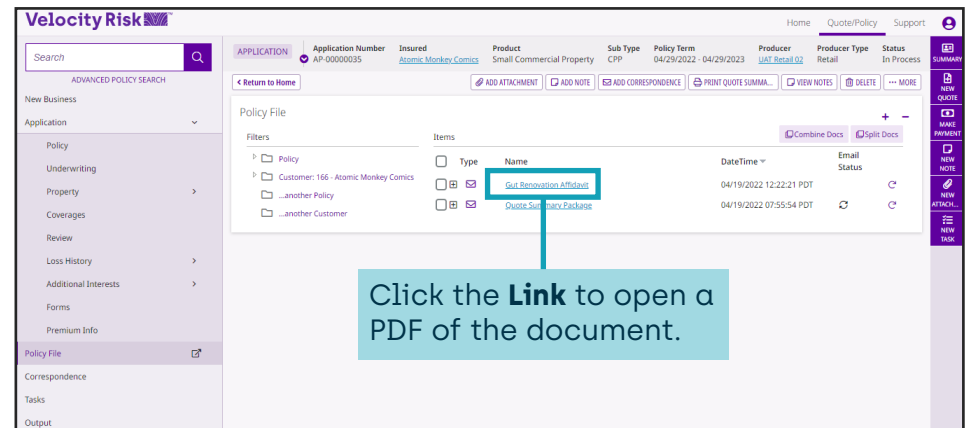
Supplemental forms required for underwriters are located here.



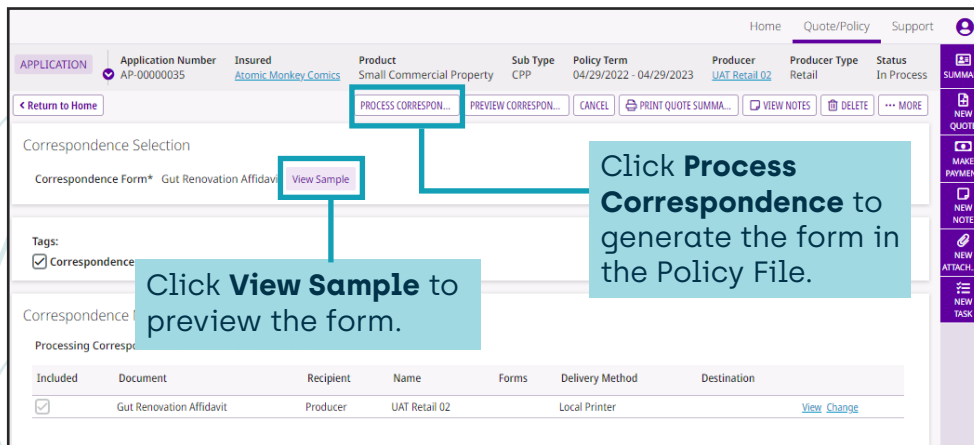
**Select form and click Add to print the form to be completed.**

## Policy File

All documents including correspondence, quote summary, Dec page, and application are located under Policy File.



**Click the Link to open a PDF of the document.**



**Click View Sample to preview the form.**

**Click Process Correspondence to generate the form in the Policy File.**

Included	Document	Recipient	Name	Forms	Delivery Method	Destination
<input checked="" type="checkbox"/>	Gut Renovation Affidavit	Producer	UAT Retail 02		Local Printer	<a href="#">View Change</a>

SMB 600 2002 CW ALL GUT RENOVATION

**Gut Renovation Affidavit**  
(Fill Out & Sign Only if applicable per definition below)

A "gut rehab" is the complete replacement of all systems. The structure must be stripped down to the bare walls and all systems must be replaced.

Please provide the year upgrade for each building system's replacement:

Building	Year Upgrade
Date Structure stripped and replaced	
New Wiring	
Plumbing	
All Windows and Doors	
HVAC systems	
Roof replacement which meets or exceeds local building codes, including hurricane straps and clips where applicable. The roof must be fully replaced to be considered a gut renovation...	

Property Address: \_\_\_\_\_  
 Named Insured: \_\_\_\_\_  
 Original Year Built: \_\_\_\_\_  
 Total Cost of Construction: \_\_\_\_\_

This information will enable Velocity Risk Underwriters to underwrite the Applicant and their property. Information contained in this document will be relied upon by the Velocity Risk Underwriters to determine eligibility and may result in lower insurance premiums. The information above and supporting documentation is required prior to quoting. Below is a list of acceptable supporting documents:

- Permits
- Build Fax Report
- Property Appraisal post gut renovation
- Inspection Report post gut renovation
- Prior Builders Risk Policy
- Wind Mit Report

**THE APPLICANT REPRESENTS THAT THE ABOVE STATEMENTS AND FACTS ARE TRUE AND THAT NO MATERIAL FACTS HAVE BEEN SUPPRESSED OR MISSTATED.**

**COMPLETION OF THIS FORM DOES NOT BIND COVERAGE. APPLICANT'S ACCEPTANCE OF VELOCITY RISK UNDERWRITER'S QUOTATION IS REQUIRED PRIOR TO BINDING COVERAGE AND POLICY ISSUANCE.**

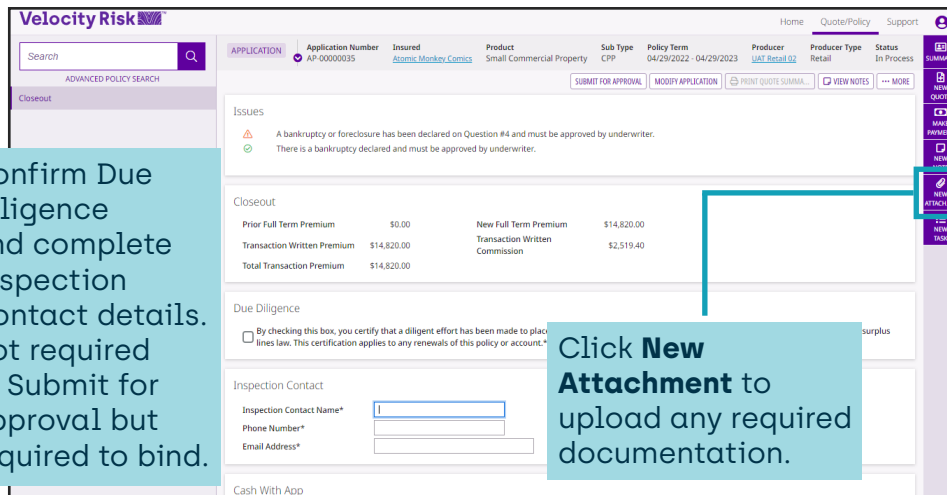
**ALL WRITTEN STATEMENTS AND MATERIALS FURNISHED TO VELOCITY RISK UNDERWRITERS IN CONJUNCTION WITH THE APPLICATION ARE HEREBY INCORPORATED.**

# Quote Flow Guide

## Small Commercial - Retail

## Submit for Approval

If quote requires underwriting approval it will be indicated at top after clicking Finish.



**Confirm Due Diligence and complete Inspection Contact details. Not required to Submit for Approval but required to bind.**

**Click New Attachment to upload any required documentation.**

Issues

- A bankruptcy or foreclosure has been declared on Question #4 and must be approved by underwriter.
- There is a bankruptcy declared and must be approved by underwriter.

Closeout

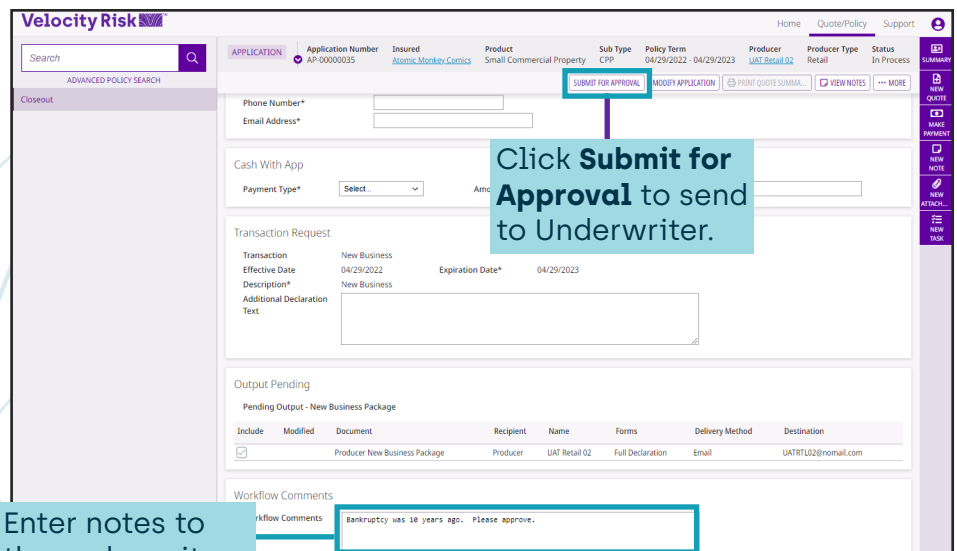
Item	Amount	Description	Amount
Prior Full Term Premium	\$0.00	New Full Term Premium	\$14,820.00
Transaction Written Premium	\$14,820.00	Transaction Written Commission	\$2,519.40
<b>Total Transaction Premium</b>	<b>\$14,820.00</b>		

Due Diligence

By checking this box, you certify that a diligent effort has been made to place lines law. This certification applies to any renewals of this policy or account.

Inspection Contact

Inspection Contact Name\*  
Phone Number\*  
Email Address\*



**Click Submit for Approval to send to Underwriter.**

Cash With App

Payment Type\* [Select]

Transaction Request

Transaction	Effective Date	Expiration Date*
New Business	04/29/2022	04/29/2023

Output Pending

Pending Output - New Business Package

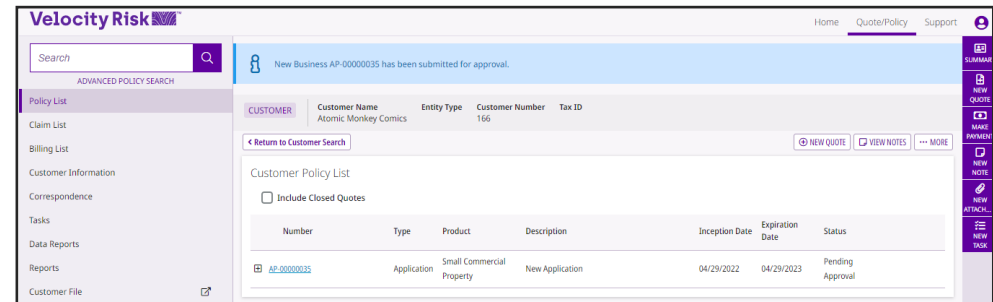
Include	Modified	Document	Recipient	Name	Forms	Delivery Method	Destination
<input checked="" type="checkbox"/>		Producer New Business Package	Producer	UAT Retail 02	Full Declaration	Email	UATR1U2@normal.com

Workflow Comments

Workflow Comments [Bankruptcy was 18 years ago. Please approve.]

**Enter notes to the underwriter.**

Once submitted for approval an indicator displays on the quote.



Velocity Risk Home Quote/Policy Support

Search [ ]

ADVANCED POLICY SEARCH

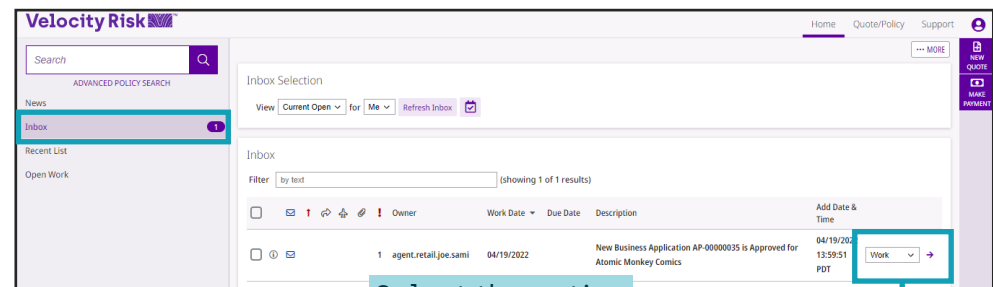
Policy List

Customer Name: Atomic Monkey Comics, Entity Type: 166, Customer Number: 166, Tax ID: [ ]

Customer Policy List

Number	Type	Product	Description	Inception Date	Expiration Date	Status
AP-00000035	Application	Small Commercial Property	New Application	04/29/2022	04/29/2023	Pending Approval

After the risk is reviewed by the underwriter you will receive a message in the inbox with an approval or underwriting instructions.



Velocity Risk Home Quote/Policy Support

Search [ ]

ADVANCED POLICY SEARCH

Inbox Selection

View: Current Open for Me Refresh Inbox

News [1]

Recent List

Open Work

Filter	by text	Owner	Work Date	Due Date	Description	Add Date & Time
<input type="checkbox"/>		1 agent.retail.joe.sami	04/19/2022		New Business Application AP-00000035 is Approved for Atomic Monkey Comics	04/19/2022 13:59:51 PDT

**Select the action from the menu. To finalize and bind the quote select Work and the →.**

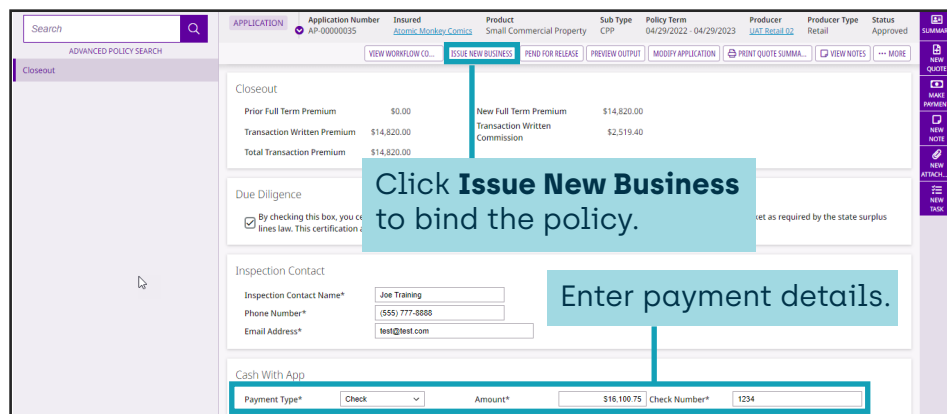
**Select the action from the menu. To finalize and bind the quote select Work and the →.**

# Quote Flow Guide

## Small Commercial - Retail

## Bind the Policy

If the policy did not require underwriting approval or after receiving underwriting approval you can bind the policy.

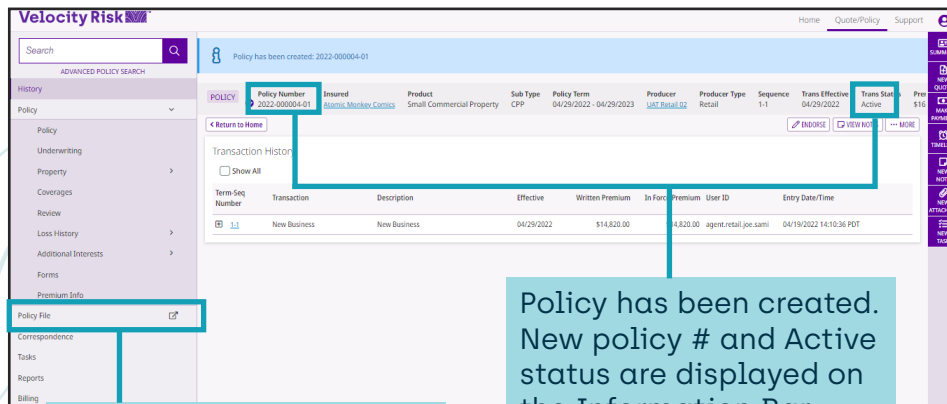


Click **Issue New Business** to bind the policy.

Enter payment details.

Item	Amount
Prior Full Term Premium	\$0.00
Transaction Written Premium	\$14,820.00
Total Transaction Premium	\$14,820.00
New Full Term Premium	\$14,820.00
Transaction Written Commission	\$2,519.40

Payment Type\*  Amount\*  Check Number\*



Policy has been created. New policy # and Active status are displayed on the Information Bar.

Access policy documents and application under the **Policy File** section.

Policy Number	Insured	Product	Sub Type	Policy Term	Producer	Producer Type	Sequence	Trans Effective	Trans Start	Prm
2022-00004-01	Home Monkey Comics	Small Commercial Property	CPP	04/29/2022 - 04/29/2023	Velocity Risk	Retail	1-1	04/29/2022	Active	\$16

Term Seq Number	Transaction	Description	Effective	Written Premium	In For	Premium	User ID	Entry Date/Time
1	New Business	New Business	04/29/2022	\$14,820.00	4,820.00	agent-retail.joe.sami	04/19/2022 14:10:36 PDT	

## Contact Us



### Payment Address

Dept 0958, PO Box 120958  
Dallas, TX 75312



### Overnight Address

Box 890958  
1501 North Plano Road  
Richardson, TX 75081



### Producer & Policyholder Support

844-878-1267

Underwriting: [smb.underwriting@velocityrisk.com](mailto:smb.underwriting@velocityrisk.com)  
Policyholder Services: [policy@velocityrisk.com](mailto:policy@velocityrisk.com)  
Marketing: [marketing@velocityrisk.com](mailto:marketing@velocityrisk.com)  
Velocity Portal: [my.velocityrisk.com](http://my.velocityrisk.com)  
Website: [velocityrisk.com](http://velocityrisk.com)