

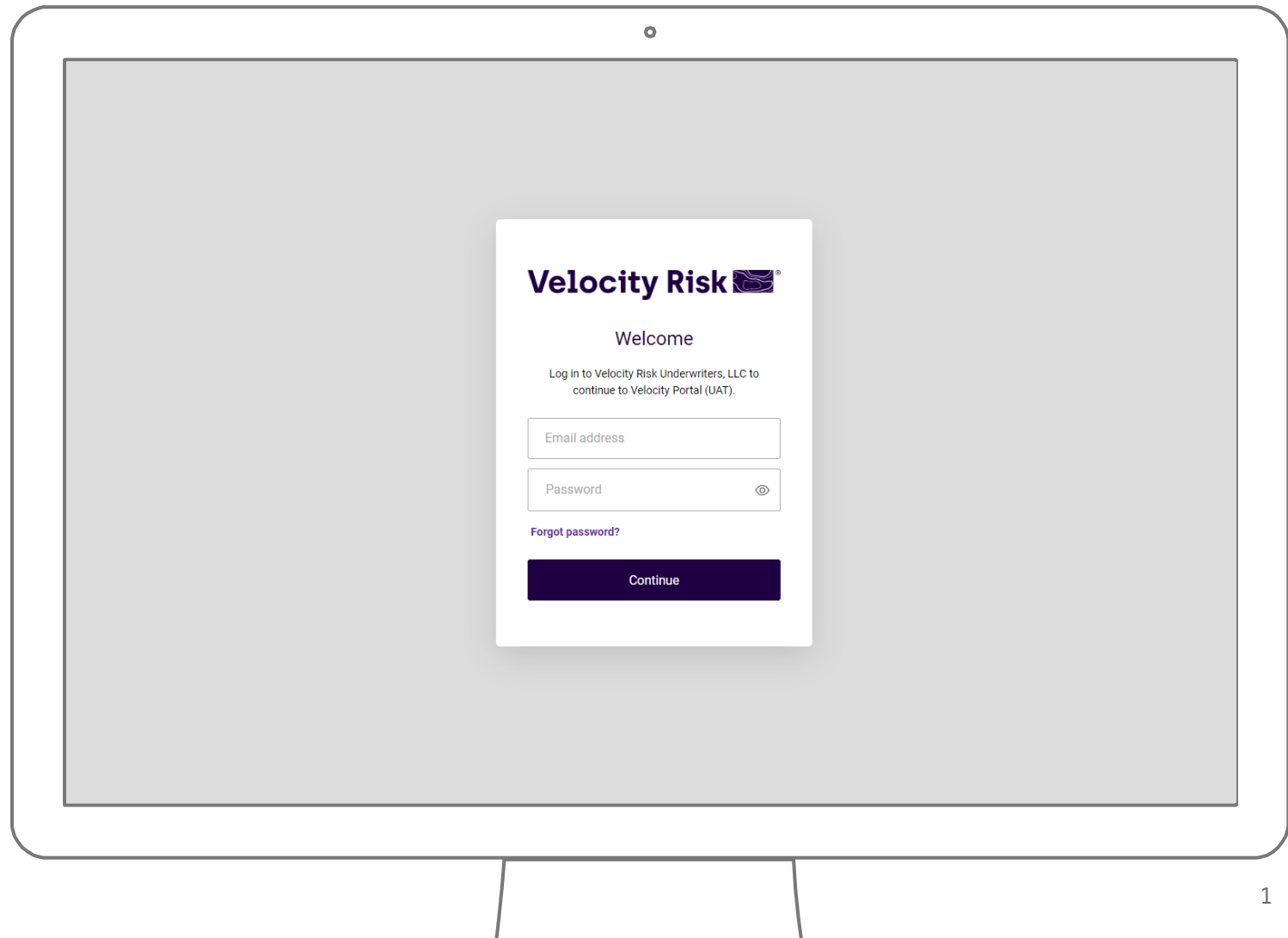
## Accessing the Portal

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)

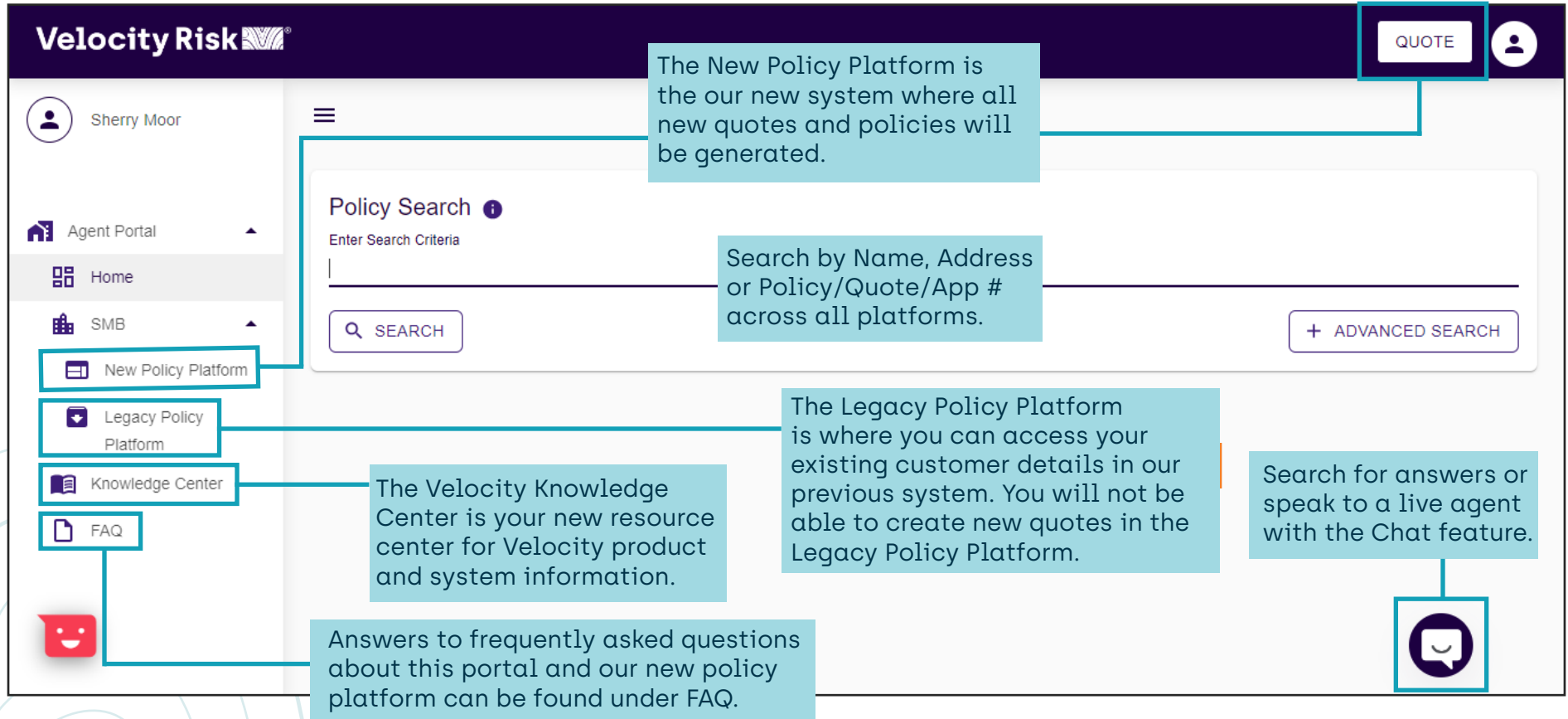
Enter your credentials and  
click **Continue**

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.

**QUOTE**

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.

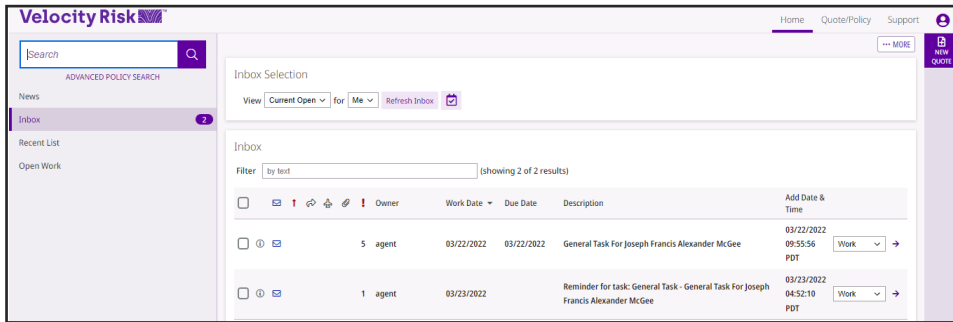
Answers to frequently asked questions about this portal and our new policy platform can be found under FAQ.

# Quote Flow Guide

## Small Commercial - Wholesale

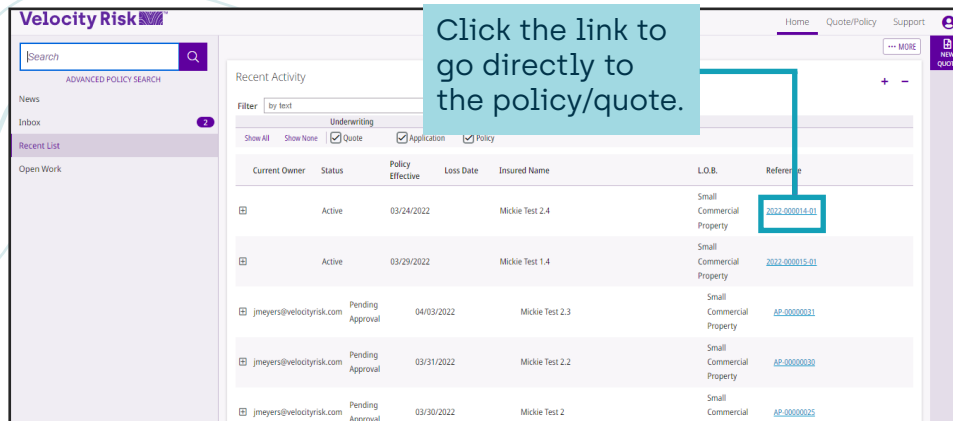
## Inbox

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.



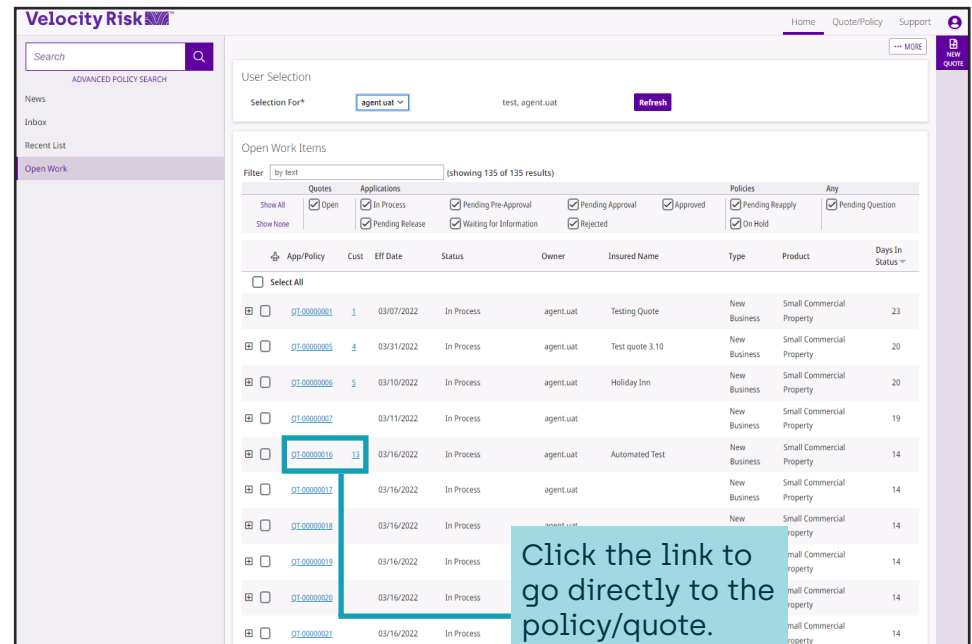
## Recent List

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.

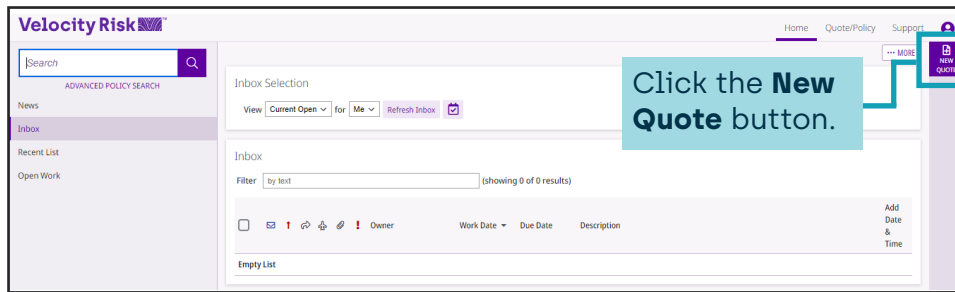


# Quote Flow Guide

## Small Commercial - Wholesale

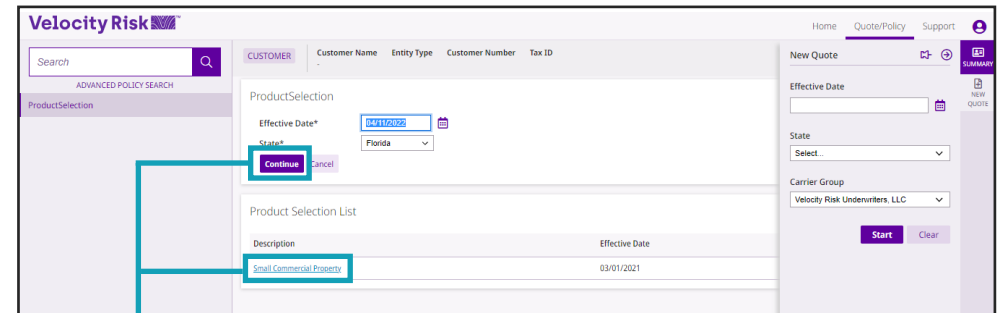
## Create A New Quote

Create a new quote by clicking the New Quote Button.



## Product Selection

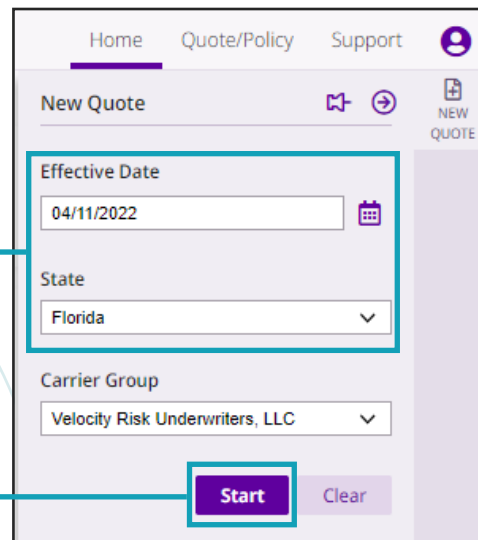
If multiple products are available for the state select product link to continue.



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

Enter Effective Date and State.

Click the **Start** button.



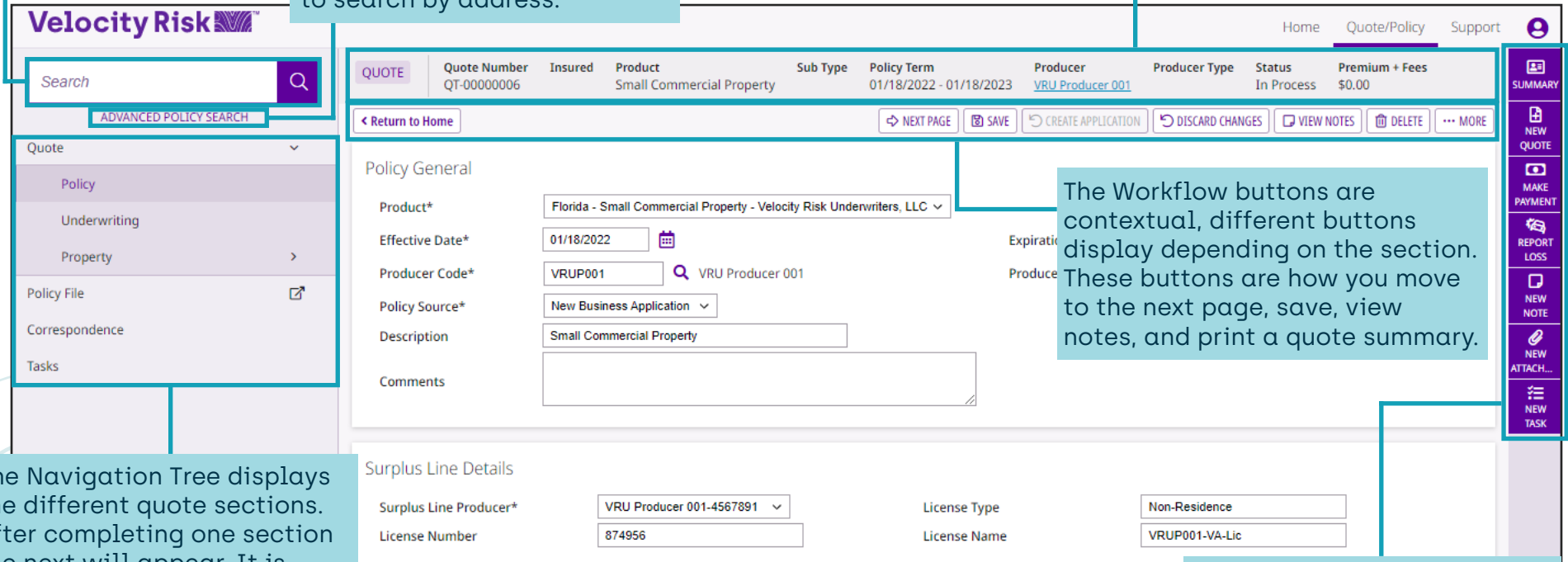
## Navigation and General Details

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. At the top left is the Velocity Risk logo. Below it is a search bar with a magnifying glass icon and a button labeled 'ADVANCED POLICY SEARCH'. A navigation tree on the left lists sections: Quote, Policy, Underwriting, Property, Policy File, Correspondence, and Tasks. The main content area is titled 'QUOTE' and displays a table with the following data:

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

Below the table are workflow buttons: '< Return to Home', 'NEXT PAGE', 'SAVE', 'CREATE APPLICATION', 'DISCARD CHANGES', 'VIEW NOTES', 'DELETE', and 'MORE'. The 'Policy General' section contains the following fields:

- Product\*: Florida - Small Commercial Property - Velocity Risk Underwriters, LLC
- Effective Date\*: 01/18/2022
- Producer Code\*: VRUP001
- Policy Source\*: New Business Application
- Description: Small Commercial Property
- Comments: (empty text area)

The 'Surplus Line Details' section contains the following fields:

- Surplus Line Producer\*: VRU Producer 001-4567891
- License Number: 874956
- License Type: Non-Residence
- License Name: VRUP001-VA-Lic

On the right side, there is a vertical 'Quick Access Menu' with buttons for: SUMMARY, NEW QUOTE, MAKE PAYMENT, REPORT LOSS, NEW NOTE, NEW ATTACH..., and NEW TASK.

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, create a note or task, and attach documents.

# Quote Flow Guide

## Small Commercial - Wholesale



### Insured Information

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

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

Surplus Line Details

Surplus Line Producer\* Frank Smith-4567891

Insured Information

Entity Type Business

Name\* Test Retail

DBA

Search Name\* Test Retail

Search DBA

Extended Name:

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

Mailing Address

Address\* 4902 113th Ave N

City\* , State\* , Zip\* Clearwater, Florida, 33760-4831

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.

Questions

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)?\*

8. Have there been any sinkhole claims at this / these location(s)?\*

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.

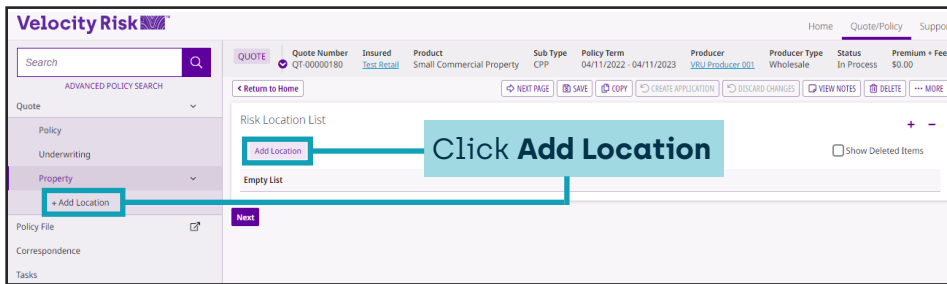
Q2: If yes, and Q3: If not occupied at least 50% annually; risk is not eligible for AOP, but may have Wind only coverage.

Q8: If Yes, risk is not eligible for sinkhole coverage [FL only].

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

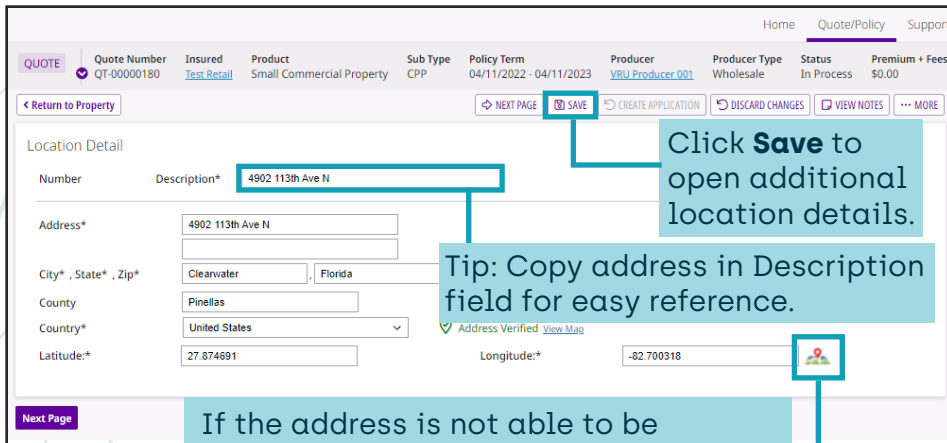
## Add a Location

Add a location and building details to the quote.



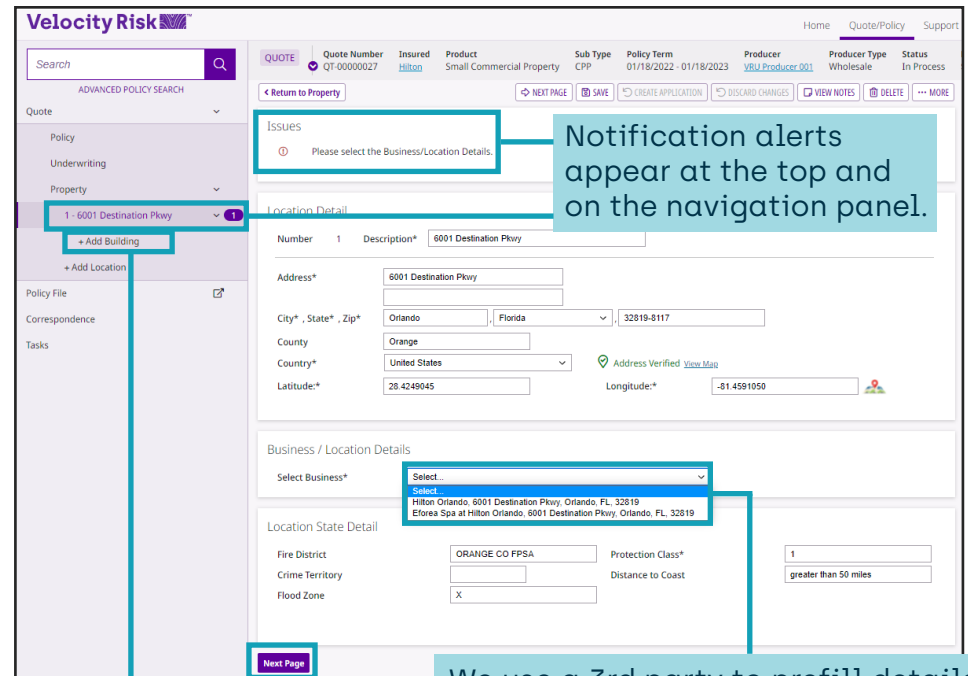
## Location Details

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.



Click **Next Page** or **+Add Building** to add a building to the location. Minimum of 1 building must be added to each location.

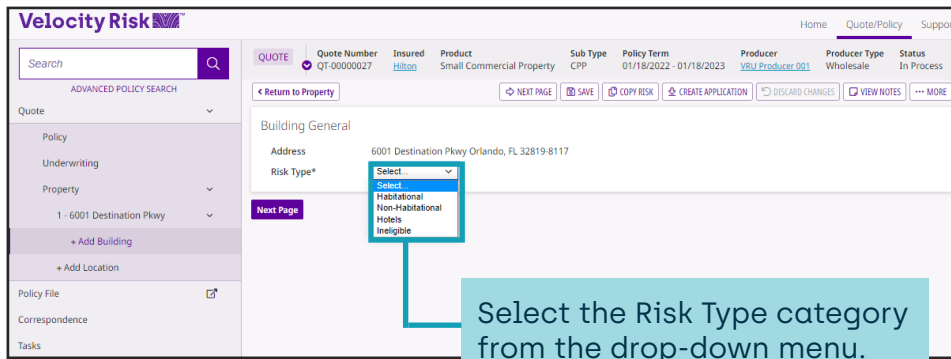
We use a 3rd party to prefill details and RCE data. A multi tenant risk may ask for a selection of the appropriate business entity at the location. Select no match if the tenant does not appear in the list.


# Quote Flow Guide

## Small Commercial - Wholesale

## Add a Building

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



Velocity Risk 

Search

ADVANCED POLICY SEARCH

Quote

Policy

Underwriting

Property

1 - 6001 Destination Pkwy

+ Add Building

+ Add Location

Policy File

Correspondence

Tasks

QUOTE

Quote Number QT-0000027

Insured Hilton

Product Small Commercial Property

Sub Type CPP

Policy Term 01/18/2022 - 01/18/2023

Producer YBU Producer.001

Producer Type Wholesale

Status In Process

< Return to Property

NEXT PAGE

SAVE

COPY RISK

CREATE APPLICATION

DISCARD CHANGES

VIEW NOTES

MORE

Building General

Address 6001 Destination Pkwy Orlando, FL 32819-8117

Risk Type\*

Select

Select

Habitational

Non-Habitational

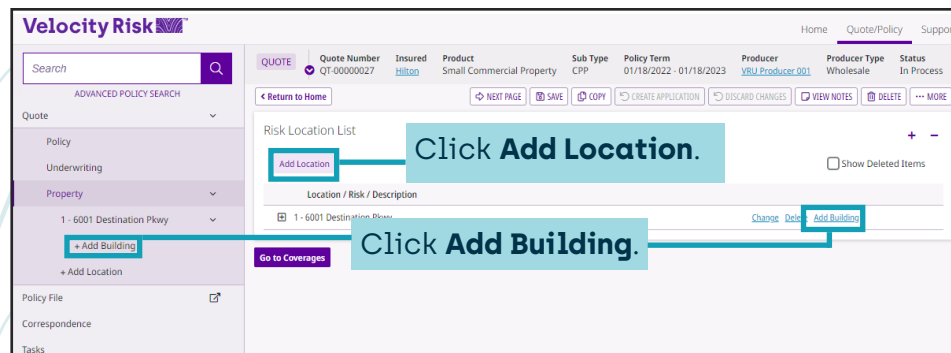
Hotels


Ineligible

Next Page

Select the Risk Type category from the drop-down menu.

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



Velocity Risk 

Search

ADVANCED POLICY SEARCH

Quote

Policy

Underwriting

Property

1 - 6001 Destination Pkwy

+ Add Building

+ Add Location

Policy File

Correspondence

Tasks

QUOTE

Quote Number QT-0000027

Insured Hilton

Product Small Commercial Property

Sub Type CPP

Policy Term 01/18/2022 - 01/18/2023

Producer YBU Producer.001

Producer Type Wholesale

Status In Process

< Return to Home

NEXT PAGE

SAVE

COPY

CREATE APPLICATION

DISCARD CHANGES

VIEW NOTES

DELETE

MORE

Risk Location List

Add Location

Show Deleted Items

Location / Risk / Description

1 - 6001 Destination Pkwy

Change Data

Add Building

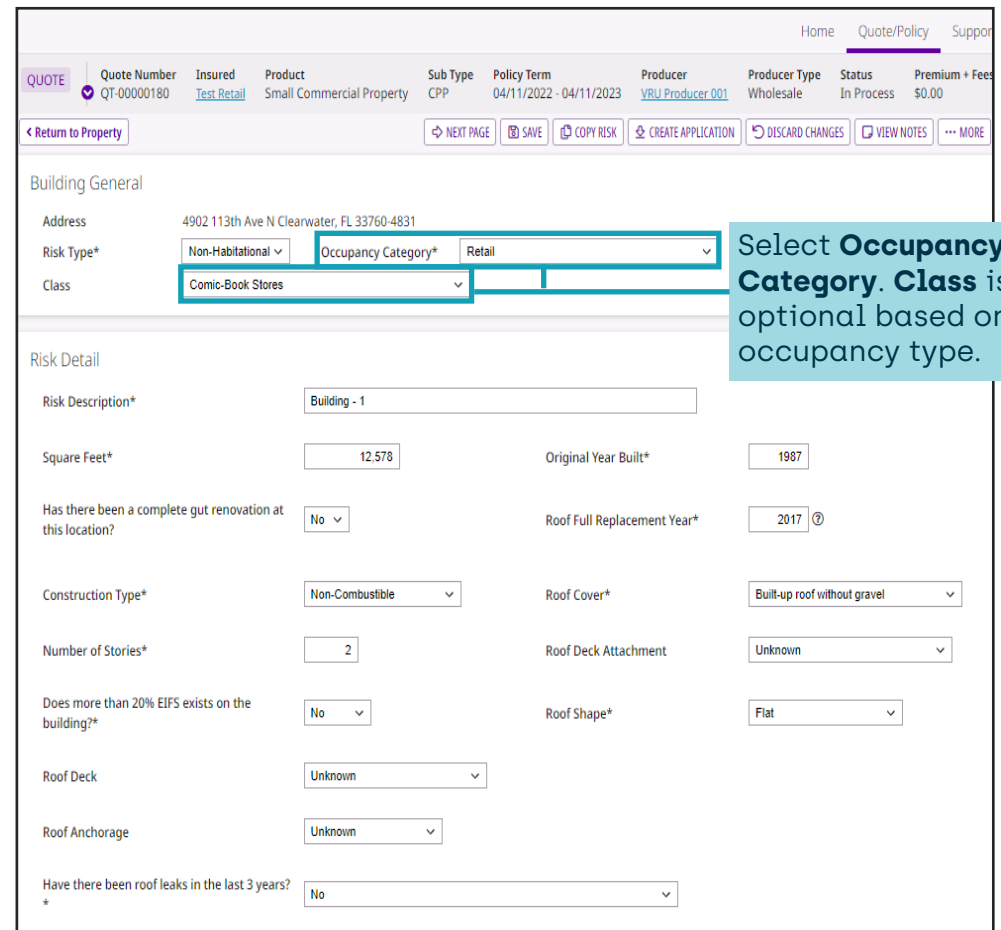
Go to Coverages


Click Add Location.

Click Add Building.

## Risk Details

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



Velocity Risk 

Search

ADVANCED POLICY SEARCH

Quote

Policy

Underwriting

Property

1 - 6001 Destination Pkwy

+ Add Building

+ Add Location

Policy File

Correspondence

Tasks

QUOTE

Quote Number QT-00000180

Insured Test Retail

Product Small Commercial Property

Sub Type CPP

Policy Term 04/11/2022 - 04/11/2023

Producer YBU Producer.001

Producer Type Wholesale

Status In Process

Premium + Fees \$0.00

< Return to Property

NEXT PAGE

SAVE

COPY RISK

CREATE APPLICATION

DISCARD CHANGES

VIEW NOTES

MORE

Building General

Address 4902 113th Ave N Clearwater, FL 33760-4831

Risk Type\* Non-Habitational

Occupancy Category\* Retail

Class Comic-Book Stores

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

Risk Detail

Risk Description\* Building - 1

Square Feet\* 12,578

Original Year Built\* 1987

Has there been a complete gut renovation at this location? No

Roof Full Replacement Year\* 2017

Construction Type\* Non-Combustible

Roof Cover\* Built-up roof without gravel

Number of Stories\* 2

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 - Wholesale

### 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.

Annotations for Risk Details form:

- Indicate any Protective Devices for a discount.** (Points to Burglar Alarm, Sprinklered, Fire Alarm fields)
- Complete the Supplemental questions with system update details.** (Points to Year Electrical, Plumbing, HVAC, and Building Improvements fields)
- Enter desired coverage limits.** (Points to Coverage A, B, C, and D limit input fields)
- Coverage C is split between Contents and Improvements and Betterments.** (Points to Personal Property Contents Limit and Tenant Improvements and Betterment fields)
- IMPORTANT: Click Save to run risk modeling for the most accurate price and to access the itemized Other Structures limit.** (Points to the Save button)

### Coverage List

The selected coverage limits are displayed on the coverage list.

Annotations for Coverage List:

- Click Add to include Coverage B items to the coverage list.** (Points to the Add button for Coverage B - Other Structures)

Status	Coverage Description	Limit 1	Limit 2	Deductible	Term Premium
In Force	Coverage A - Building	\$5,000,000.00			\$0.00
Available	Coverage B - Other Structures				\$0.00
In Force	Coverage C - Personal Property	\$500,000.00			\$0.00
In Force	Coverage D - Business Income	\$1,000,000.00			\$0.00
Total:					\$0.00

Annotations for Coverage B - Other Structures modal:

- Select item type, provide a description, and desired limit.** (Points to Item Type, Description, and Limit input fields)

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

# Quote Flow Guide

## Small Commercial - Wholesale

### Deductibles & Endorsements

Select deductible preferences and add any optional coverages.

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

Quote Number: QT-00000180 | Insured: Test Retail | Product: Small Commercial Property | Policy Term: 04/11/2022 - 04/11/2023 | Producer: YRU Producer 001 | Premium + Fees: \$525.00

Buttons: [Return to Home](#), [Next Page](#), [Save](#), [Copy](#), [Print Quote Summary](#), [Create Application](#), [Discard Changes](#), [View Notes](#), [Delete](#), [More](#)

Wind/All Other Perils

All Other Wind Deductible: \$10,000

Wind Deductible Type\*: Named Storm Deductible

Terrorism Coverage\*: Yes

Would you like to add our Direct Repair Endorsement to this policy? It will give the named insured the option to use our preferred vendors for claims repairs and give them a 10% credit off their deductible, up to a maximum of \$2,000. The named insured can decline to use the preferred vendor at the time of the claim, but would forfeit the 10% credit off their deductible.\* Yes

Equipment Breakdown\*: Select...

Cyber Liability Coverage: Yes

Additional Coverage and Sublimits Package: Bronze

Wind Deductible\*: 3%

Earthquake Coverage\*: Yes

All Other Perils Deductible\*: \$5,000

Coverage List (Empty List)

[Next](#)

If the risk is eligible for AOP Coverage select a deductible. AOP is defaulted to No Coverage.

Click **Save** to display coverage details.

### Coverage List

A detailed list of selected endorsements, limits and deductibles.

Coverage List (showing 9 of 9 results)

Filter: by text |  Show Deleted Items

Coverage Options:  In Force |  Available

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

[Next](#)

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

# Quote Flow Guide

## Small Commercial - Wholesale



## Premium Review

Review premium details.

Click the links or **Change** to make any edits.

Coverage	Amount
Coverage - Wind/Hail Coverage	\$51,343.00
Coverage - Earthquake Coverage	\$274.00
Coverage - Additional Coverage and Sublimits Pac	\$0.00
Coverage - All Other Perils	\$4,437.00
Coverage - Equipment Breakdown	\$325.00
Coverage - Terrorism Coverage	\$1,181.00
Coverage - Florida Ground Cover Collapse Coverage	\$0.00
Coverage - Florida Sinkhole	\$347.00
Coverage - Cyber Liability	\$50,000.00
Coverage A - Building	\$1,973,834.00
Coverage C - Personal Property	\$500,000.00
Coverage D - Business Income	\$1,000,000.00
Basic Policy Premium	\$58,131.00
Additional Premium & Credits	\$0.00
Fee - Policy Fee	\$300.00
Fee - Inspection Fee	\$225.00
Total Policy Premium	\$58,656.00

Click **Next** to go to loss history.

## Loss History

Enter any property losses for the risk.

Click **Add Loss History** to enter loss details.

Click **Save** to save loss details.

Number: 1

Cause of Loss\*: Fire

Loss Date\*: 11/11/2021

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

Incurred Loss Amount\*: \$5,000

Have all repairs been completed?\*: Yes

Claim Status: Closed

Policy Number: [ ]

Catastrophe Number: [ ]

Claim Number: [ ]

Policy Type: Small Commercial Property

Carrier Name: [ ]

Comments: [ ]

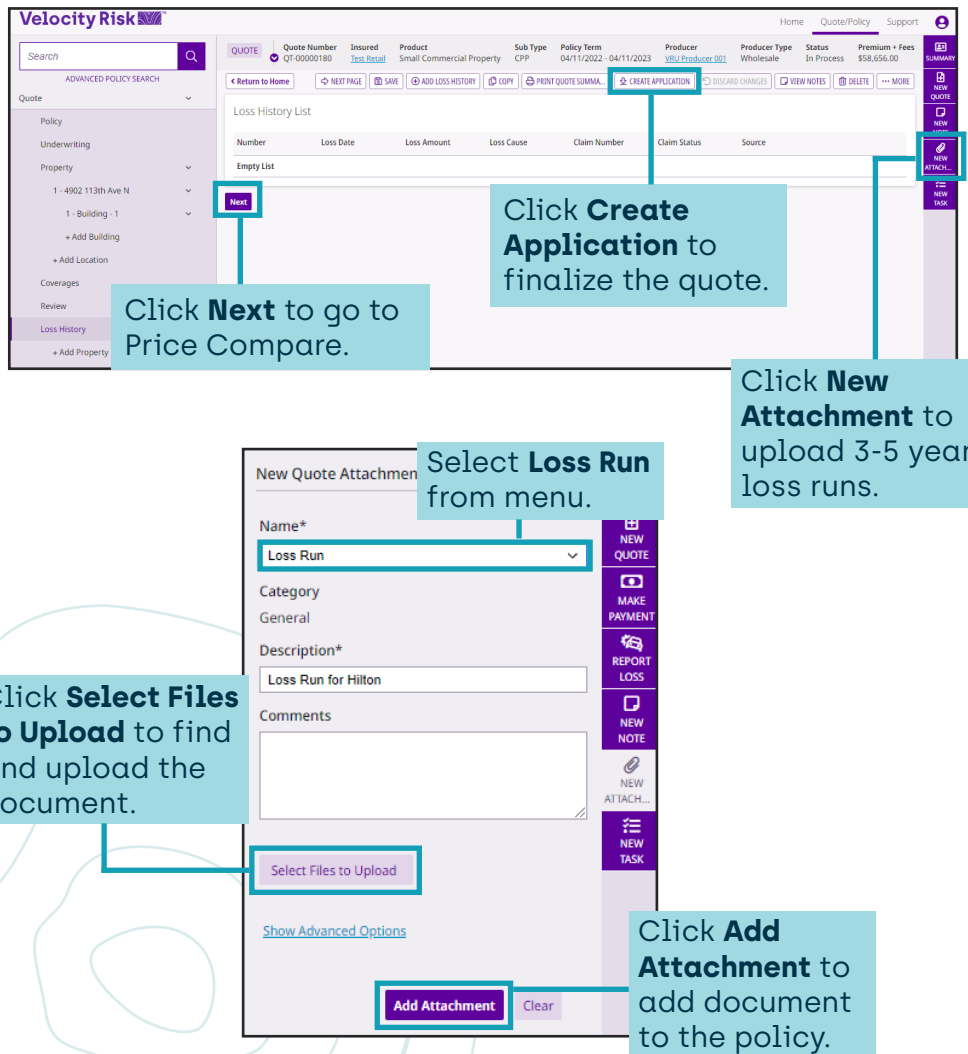
Loss Description: [ ]

# Quote Flow Guide

## Small Commercial - Wholesale

## Loss History List

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



**Click Next** to go to Price Compare.

**Click Create Application** to finalize the quote.

**Click New Attachment** to upload 3-5 year loss runs.

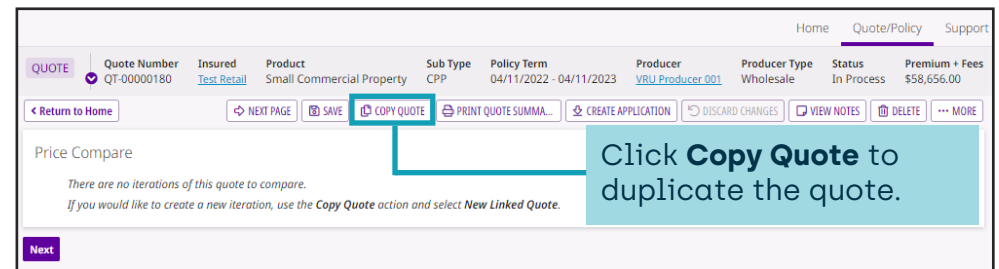
**Select Loss Run** from menu.

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

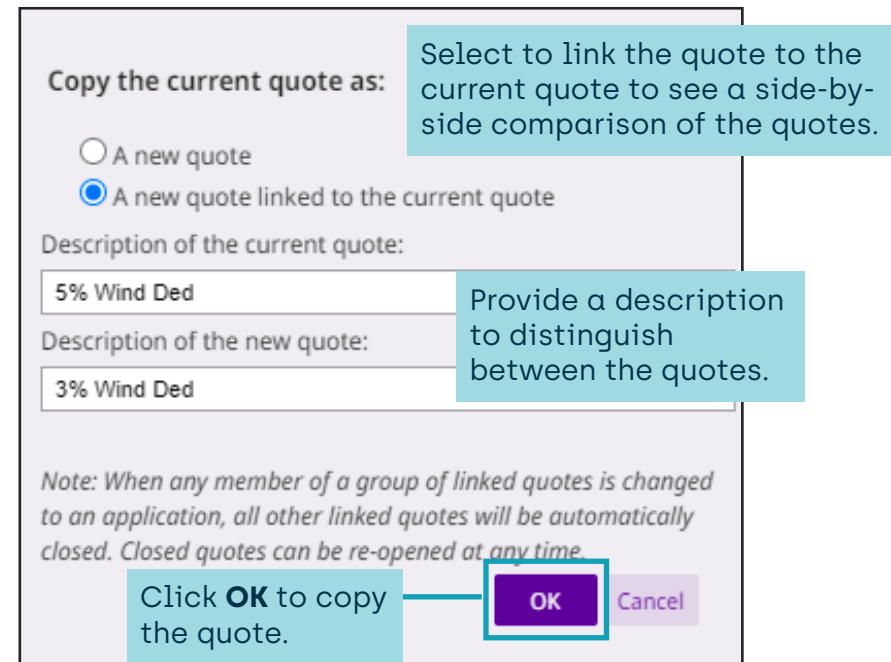
**Click Add Attachment** to add document to the policy.

## Price Compare

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



**Click Copy Quote** to duplicate the quote.



**Copy the current quote as:**

- A new quote
- A new quote linked to the current quote

**Description of the current quote:**

5% Wind Ded

**Description of the new quote:**

3% Wind Ded

*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.

# Quote Flow Guide

## Small Commercial - Wholesale

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

Field	QT-00000181	QT-00000180
-----Building1-----		
Building 1 - Coverage A	\$1,973,834	\$1,973,834
	\$0	\$0
	\$500,000	\$500,000
	\$1,000,000	\$1,000,000
	-----	-----
	3%	3%
	Bronze	Bronze
	Yes	Yes
	Yes	Yes
All Other Perils Deductible	\$5,000	\$5,000
Equipment Breakdown	Yes	Yes
Florida Sinkhole	Yes	Yes
Cyber Liability	Yes	Yes
Premium	\$58,131.00	\$58,656.00
Premium with Taxes/Fees		\$58,656.00

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

### Update Copied Quote

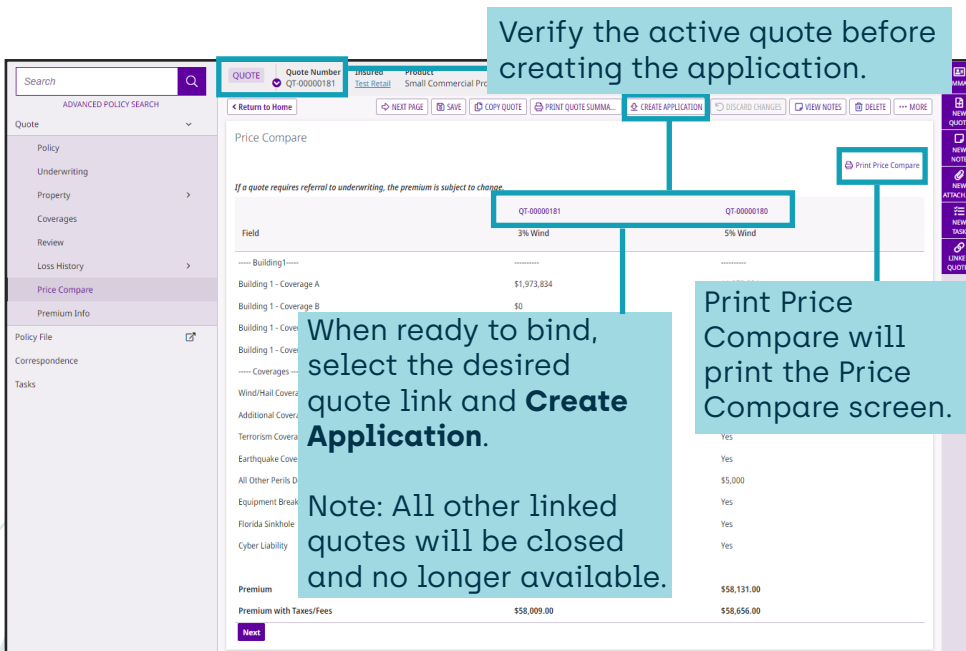
Update the now active copied quote with desired changes.

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.

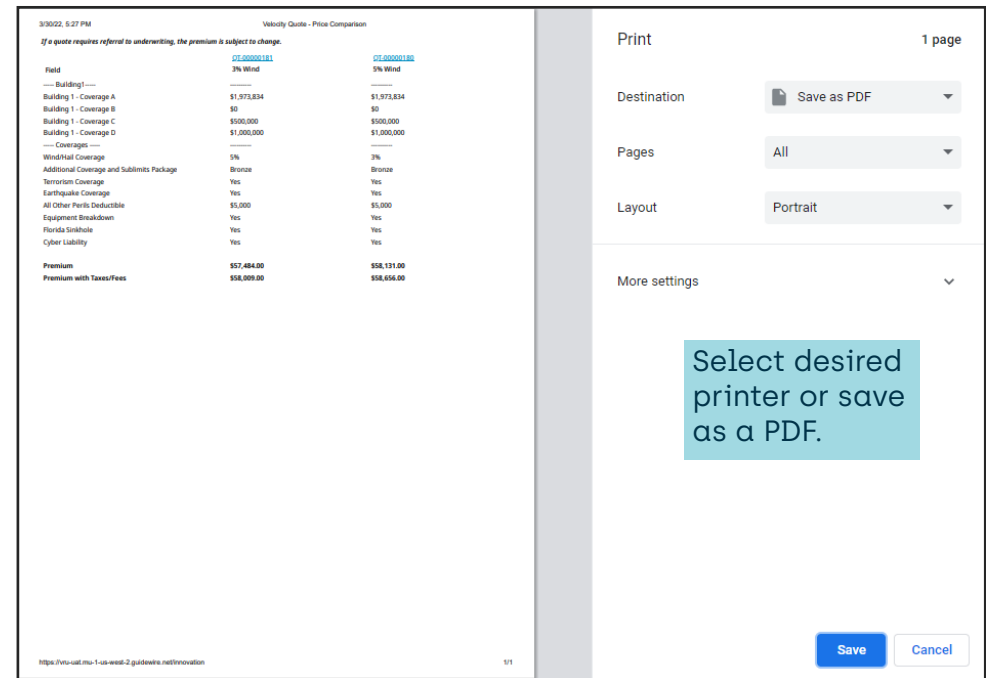
When ready to bind, select the desired quote link and **Create Application**.

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

Print Price Compare will print the Price Compare screen.

Field	QT-00000181 3% Wind	QT-00000180 5% Wind
Building 1 - Coverage A	\$1,973,834	
Building 1 - Coverage B	\$0	
Building 1 - Coverage C		
Building 1 - Coverage D		
Wind/Hall Coverage		
Additional Coverage and Sublimits Package	Bronze	Bronze
Terrorism Coverage	Yes	Yes
Earthquake Coverage	Yes	Yes
All Other Perils Deductible	\$5,000	\$5,000
Equipment Breakdown	Yes	Yes
Florida Sinkhole	Yes	Yes
Cyber Liability	Yes	Yes
Premium	\$58,131.00	\$58,131.00
Premium with Taxes/Fees	\$58,009.00	\$58,656.00

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



Print 1 page

Destination Save as PDF

Pages All

Layout Portrait

More settings

Select desired printer or save as a PDF.

Field	QT-00000181 3% Wind	QT-00000180 5% Wind
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
Wind/Hall Coverage	5%	3%
Additional Coverage and Sublimits Package	Bronze	Bronze
Terrorism Coverage	Yes	Yes
Earthquake Coverage	Yes	Yes
All Other Perils Deductible	\$5,000	\$5,000
Equipment Breakdown	Yes	Yes
Florida Sinkhole	Yes	Yes
Cyber Liability	Yes	Yes
Premium	\$57,484.00	\$58,131.00
Premium with Taxes/Fees	\$58,009.00	\$58,656.00

Save Cancel

# Quote Flow Guide

## Small Commercial - Wholesale



### 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.



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.

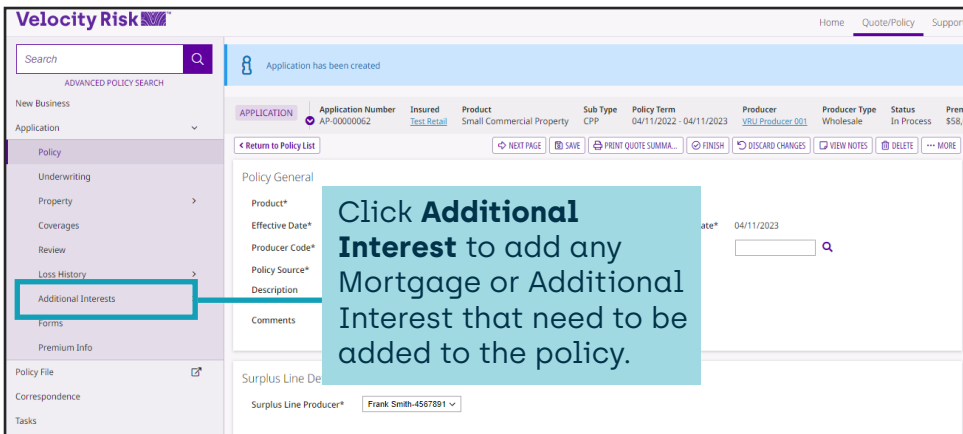
Summary of Premium, Taxes, and Fees:		
	All Other Perils	\$4,437.00
	Equipment Breakdown	\$325.00
	Florida Sinkhole	\$347.00
Coverage Premium	Named Storm Wind & Hail % Deductible	\$50,777.00
	Terrorism Risk Insurance Act	\$1,141.00
	Earthquake	\$233.00
	Cyber Liability	\$224.00
	<b>Sub Total Premium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

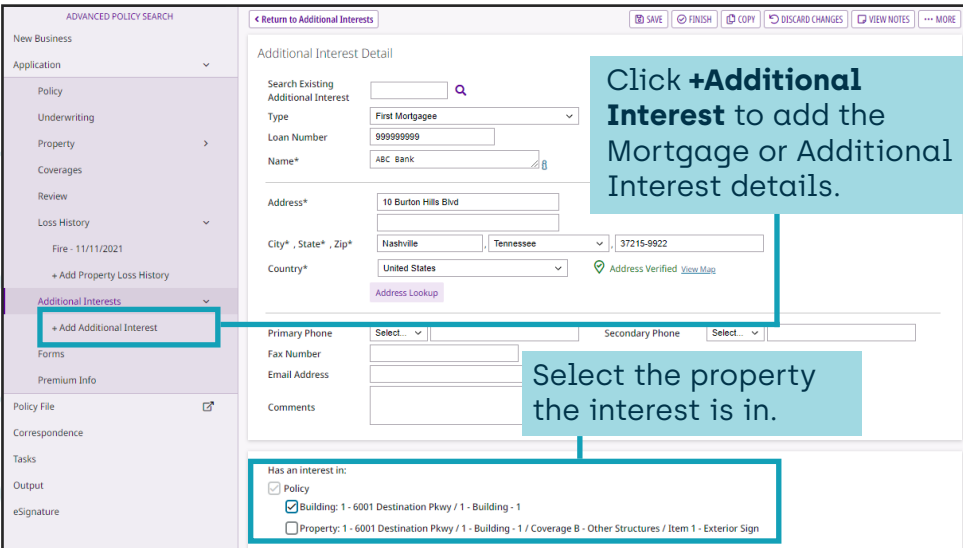
## Small Commercial - Wholesale

## 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.

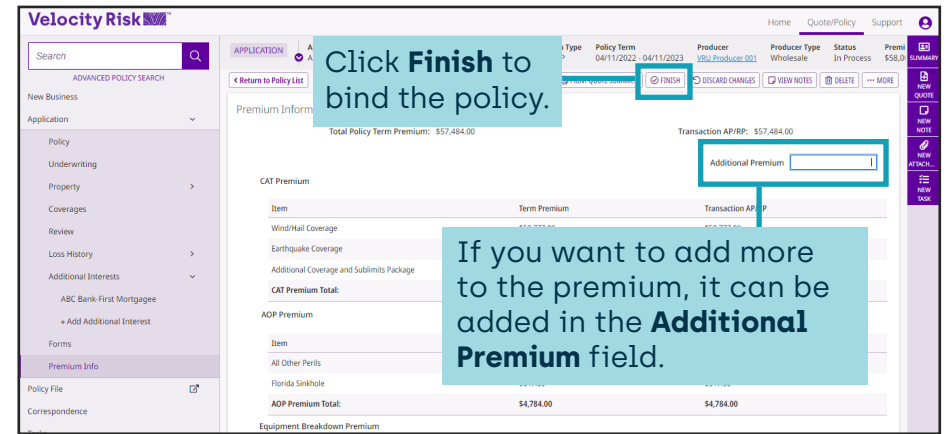


Click **+Additional Interest** to add the Mortgage or Additional Interest details.

Select the property the interest is in.

## Premium Information

Displays premium breakdown.

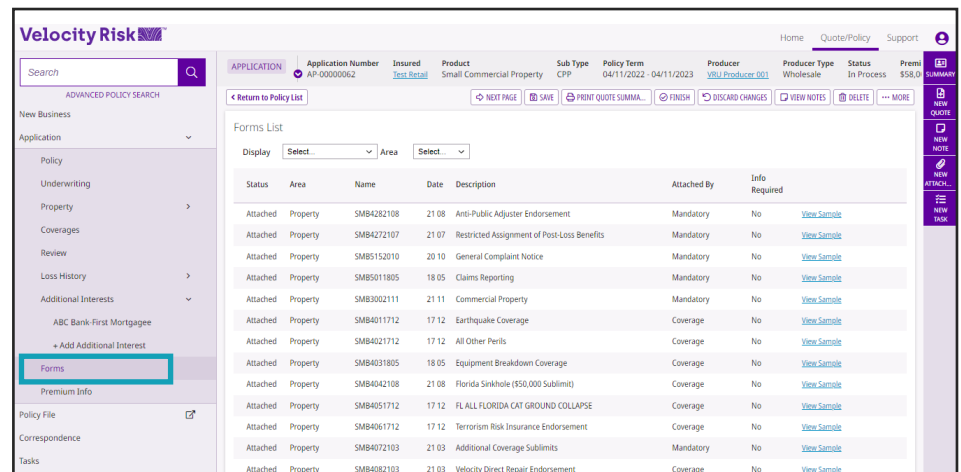


Click **Finish** to bind the policy.

If you want to add more to the premium, it can be added in the **Additional Premium** field.

## Forms Review

Access to all the forms attached to the policy.



Status	Area	Name	Date	Description	Attached By	Info Required
Attached	Property	SMB4282108	21 08	Anti-Public Adjuster Endorsement	Mandatory	No <a href="#">View Sample</a>
Attached	Property	SMB4272107	21 07	Restricted Assignment of Post-Loss Benefits	Mandatory	No <a href="#">View Sample</a>
Attached	Property	SMB5152010	20 10	General Complaint Notice	Mandatory	No <a href="#">View Sample</a>
Attached	Property	SMB5011805	18 05	Claims Reporting	Mandatory	No <a href="#">View Sample</a>
Attached	Property	SMB3002111	21 11	Commercial Property	Mandatory	No <a href="#">View Sample</a>
Attached	Property	SMB4011712	17 12	Earthquake Coverage	Coverage	No <a href="#">View Sample</a>
Attached	Property	SMB4021712	17 12	All Other Perils	Coverage	No <a href="#">View Sample</a>
Attached	Property	SMB4031805	18 05	Equipment Breakdown Coverage	Coverage	No <a href="#">View Sample</a>
Attached	Property	SMB4042108	21 08	Florida Sinkhole (\$50,000 Sublimit)	Coverage	No <a href="#">View Sample</a>
Attached	Property	SMB4051712	17 12	FL ALL FLORIDA CAT GROUND COLLAPSE	Coverage	No <a href="#">View Sample</a>
Attached	Property	SMB4061712	17 12	Terrorism Risk Insurance Endorsement	Coverage	No <a href="#">View Sample</a>
Attached	Property	SMB4072103	21 03	Additional Coverage Sublimits	Mandatory	No <a href="#">View Sample</a>
Attached	Property	SMB4082103	21 03	Velocity Direct Repair Endorsement	Coverage	No <a href="#">View Sample</a>

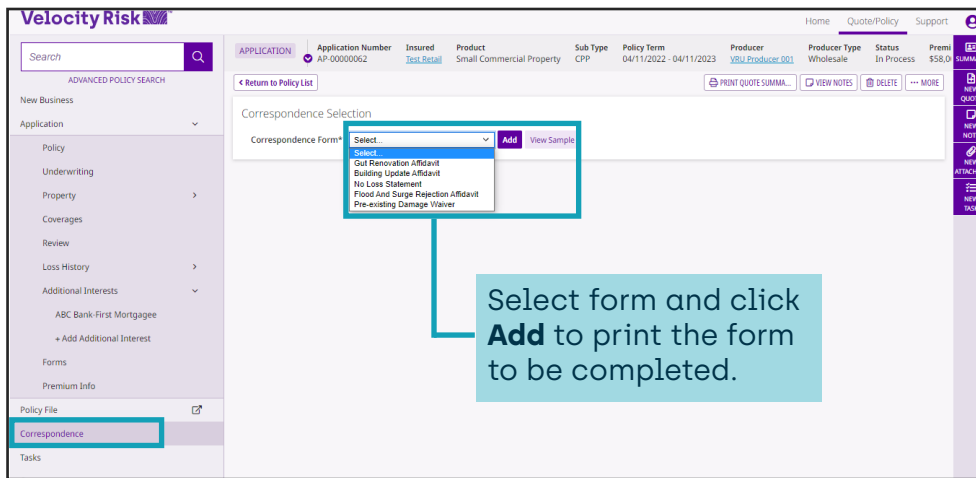


# Quote Flow Guide

## Small Commercial - Wholesale

## Correspondence

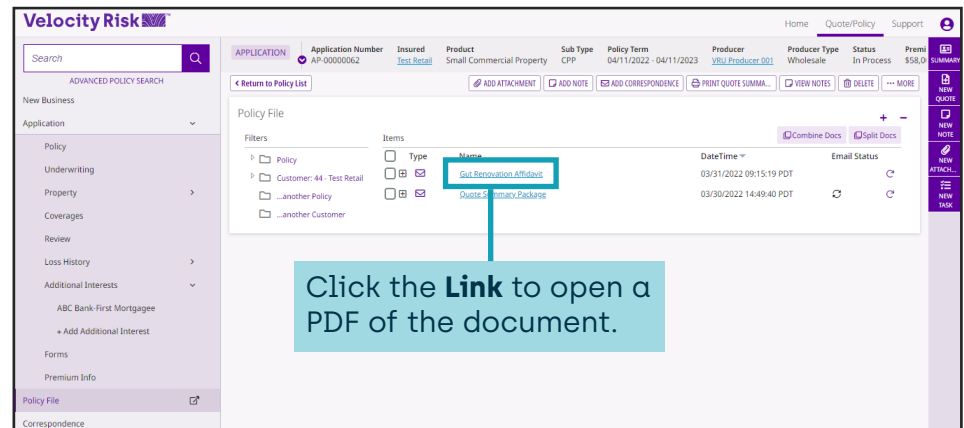
Supplemental forms required for underwriters are located here.



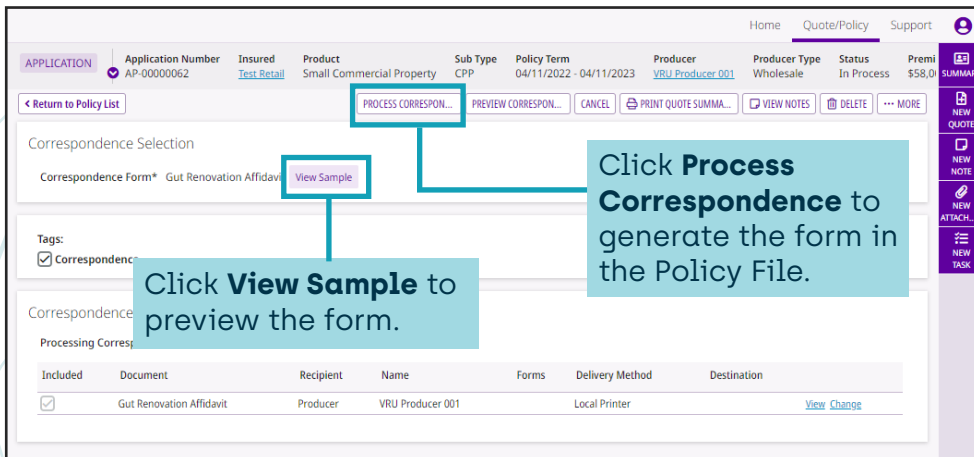
**Select form and click Add to print the form to be completed.**

## 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.**

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 - Wholesale



### 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  
Building - 1 has Gut renovation. Underwriting review for "Gut Renovation Affidavit" is required before approval request.

Closeout  
Prior Full Term Premium \$0.00 New Full Term Premium \$33,776.00  
Transaction Written Premium \$33,776.00 Transaction Written Commission \$0.00  
Total Transaction Premium \$33,776.00

Due Diligence  
By checking this box, you certify that a diligent effort has been made to place coverage for this policy / account in the admitted market as required by the state surplus lines law. This certification applies to any renewals of this policy or account.\*

Inspection Contact  
Inspection Contact Name\* Joe Training  
Phone Number\* (555) 777-0055  
Email Address\* test@test.com

Cash With App  
Payment Type\* None

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

Transaction Request  
Transaction New Business  
Effective Date 11/15/2021  
Description\* New Business  
Expiration Date\* 11/15/2022

Output Pending  
Pending Output - New Business Package

Include	Modified	Document	Recipient	Name	Forms	Delivery Method	Destination
<input checked="" type="checkbox"/>		Insured New Business Package	Insured	Test Hotel	Full Declaration	Email	test@test.com
<input checked="" type="checkbox"/>		Producer New Business Package	Producer	VRU Producer 001	Declaration + Fillin	Batch	3900 75th St W Bradenton, FL 34209-5854
<input checked="" type="checkbox"/>		Mortgagee New Business Package	Mortgagee	ABC Bank	Mortgage Declaration	Batch	10 Burton Hills Blvd Nashville, TN 37215-9922

Workflow Comments  
Workflow Comments gut renovation affidavit is attached. please approve. |

Once submitted for approval an indicator displays on the quote.

Velocity Risk  
Home Quote/Policy Support

Search

ADVANCED POLICY SEARCH

NEW BUSINESS AP-00000026 has been submitted for approval.

POLICY LIST

Number	Type	Product	Description	Inception Date	Expiration Date	Status
AP-00000026	Application	Small Commercial Property	New Application	11/15/2021	11/15/2022	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  
Inbox 1

Recent List

Open Work

Filter by text (showing 1 of 1 results)

	Owner	Work Date	Due Date	Description	
<input type="checkbox"/>	agent.ust	11/05/2021		New Business Application AP-00000026 is Approved For Test Hotel	Work Detail Suspend Transfer Work

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

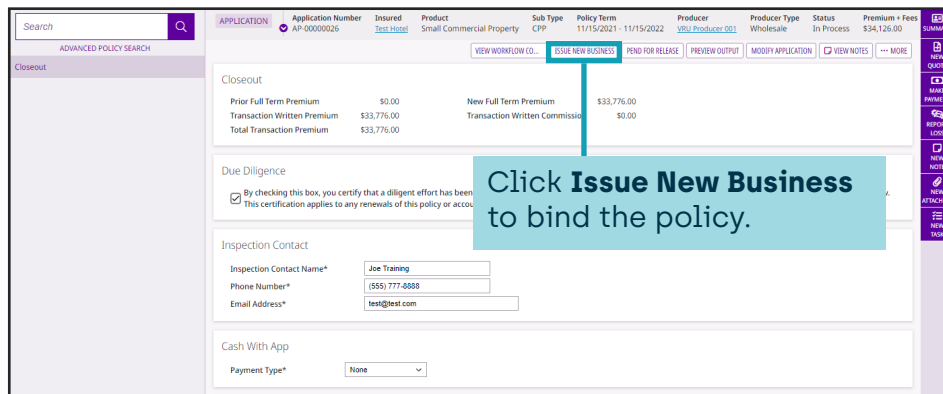
**Enter notes to the underwriter.**

# Quote Flow Guide

## Small Commercial - Wholesale

## 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.

Closeout	Prior Full Term Premium	Transaction Written Premium	Total Transaction Premium	New Full Term Premium	Transaction Written Commission
	\$0.00	\$33,776.00	\$33,776.00	\$33,776.00	\$0.00

Due Diligence

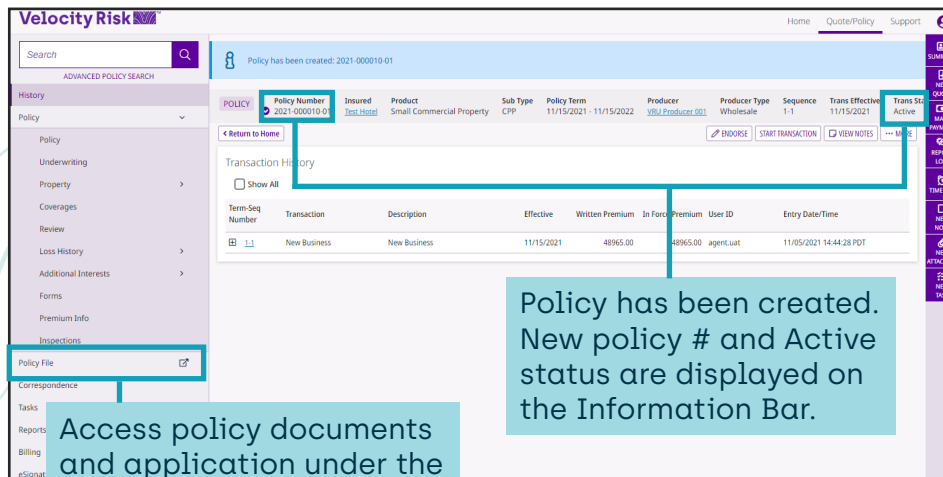
By checking this box, you certify that a diligent effort has been made. This certification applies to any renewals of this policy or across.

Inspection Contact

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

Cash With App

Payment Type\*



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

Term-Seq Number	Transaction	Description	Effective	Written Premium	In Force	Premium	User ID	Entry Date/Time
1-1	New Business	New Business	11/15/2021	48965.00		48965.00	agent.uat	11/05/2021 14:44:28 PDT

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

## 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)