



## Personal Lines Broker of Record Requirements & Procedures

	The Hartford	Safeco	Travelers	MetLife	Foremost	Kemper Specialty
BOR can be processed up to renewal date; request 10 days or earlier prior to renewal date	No mid-term BOR	Mid-term BOR accepted; no commission until renewal date	No mid-term BOR	No mid-term BOR	No mid-term BOR	No mid-term BOR
BOR requests accepted on Acord BOR form	✓	✓	✓	✓	✓	✓
BOR requests on a letter must include: policy #, eff. date, line of business, client's signature and date of signature	✓	✓	✓	✓	✓	✓
Must list WIAA and your agency together as broker; example: WIAA/Your Agency	✓	✓	✓	✓	✓	✓

**CALL US AT 800-553-4221**

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