



AUTO SERVICE AUTO BODY SHOP

Supplemental questionnaire

APPLICANT INFORMATION

NAMED INSURED _____

WEBSITE ADDRESS _____

UNDERWRITING INFORMATION

GENERAL INFORMATION

1. Number of years in business: _____
2. Hours of operation: _____ to _____
3. Is applicant a member of AASP
(Alliance of Automotive Service Providers)? YES NO
4. Number of full-time employees
(include active owners): _____
5. Number of part-time employees
(< 20 hrs/week): _____
6. Has applicant ever been cited for
EPA violations? YES NO

PROPERTY INFORMATION

7. Is the structure built for auto
service/body shop?..... YES NO
If not, when and how was it converted? _____
8. If building is greater than 20 years old, when were updates
made to:
Plumbing: _____
Electrical: _____
Roof: _____
HVAC: _____
9. Is smoking allowed on premises? YES NO
If yes, where is smoking permitted? _____

10. How is building heated?
 Forced air Waste oil Wood burning
 Not heated Other: _____
a. If waste oil is used, please answer the following:
Is it UL approved?..... YES NO
Is it professionally installed? YES NO
Is it serviced annually? YES NO
11. Is a UL-approved metal can with self-closing lid used for
oily and waste rags? YES NO
12. Regular pickup/disposal of waste
oil and tires?..... YES NO
13. Is welding completed on premises? YES NO
If yes:
a. What percentage of business does it account for? _____%
b. How is it controlled? _____
14. Is spray painting, coating or rustproofing done
(whether oil, water or acrylic-based)? YES NO
If yes, an NFPA-compliant spray booth is mandatory.
a. Are spraying operations done in a:
 Manufactured booth.
 Homemade/non-manufactured booth.
b. Is there an automatic fire suppression/sprinkler
system in place that was installed by a
licensed fire suppression contractor? YES NO
c. Does booth contain explosion-proof
lighting fixtures? YES NO
d. Is there proper ventilation in booth? YES NO
e. Are there tight-fitting air filters in place? YES NO
f. Does paint kitchen/mixing room have
self-closing fire-rated doors? YES NO
g. Are all switches on outside of booth? YES NO

15. Are hoists and floor jacks inspected and certified on a regular basis? YES NO
16. What security measures are in place for both interior and exterior (i.e. alarm, security cameras, fenced/gated lot)?
- _____
- _____
- _____

GENERAL LIABILITY INFORMATION

17. Is customer access to shop area restricted? YES NO
18. Are there dogs on premises? YES NO
If yes:
a. What are the breed(s)? _____
b. Is the dog confined or tied up?..... YES NO
c. Are there previous instances of dog bites? ... YES NO
19. Are firearms kept on premises? YES NO
If yes, how are they secured? _____
20. Is there a car wash?..... YES NO
If yes: Automatic Manual wash/wand
21. Are rent-a-bay services offered?..... YES NO
22. Is applicant involved in any of the following:
a. Retail sales other than auto-related equipment/parts?..... YES NO
b. Tire recapping/retreading? YES NO
c. Work on trucks over 20,000 GVW? YES NO
d. Split-rim work?..... YES NO
e. Sales of new/used vehicles? YES NO
f. Vehicle leasing or rental? YES NO
g. Contractor’s equipment repair? YES NO
h. Farm machinery equipment repair? YES NO
i. Gasoline or LPG/propane sales? YES NO
j. Motorcycle sales or repair?..... YES NO
k. RV repair? YES NO
l. Repair of emergency vehicles or public transportation units? YES NO
m. Frame straightening? YES NO
n. Any off-premises or roadside service/repair work?..... YES NO

- o. Installation of any ignition interlock devices?... YES NO
- p. Sales or installation of any used tires? YES NO
- q. Any towing services offered? YES NO
If yes, check all that apply:
 Customer vehicles only Municipalities
 AAA 24 hour Own tow truck > 20,000 GVW
- r. Are loaner vehicles offered? YES NO
If yes, check all that apply:
 Formal loaner agreement executed indicating driver is fully responsible for physical damage and holds insured harmless
 Confirms valid drivers license in force
 Require minimum age of 25
 Proof of insurance obtained

GARAGE/AUTO INFORMATION

23. Are shuttling services offered to customers? YES NO
24. Are customers’ vehicles kept overnight? YES NO
If yes:
a. Maximum # inside: _____
b. Maximum # outside: _____
25. If customers are allowed to drop vehicles after business hours, is there a secured drop box for keys? YES NO
26. Is there any personal use of company autos?... YES NO
If yes:
a. Is a personal auto policy in place?..... YES NO
b. Any family members operate company vehicles? YES NO
27. Are certified mechanics employed (i.e. ASE or similar) with emphasis on continuing education/training? YES NO
28. Are MVRs run on candidates before hiring?..... YES NO
29. Is there a formal written safety program, including a distracted driving policy in place? ... YES NO

N.J. Law P.L. 1995, c. 132: Any person who includes any false or misleading information on the application for an insurance policy is subject to criminal and civil penalties. The information in this application is correct to the best of my knowledge and belief.

For PA submissions:

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties. The information in this application is correct to the best of my knowledge and belief.

I certify that the information in or attached to this questionnaire is true, complete and correct based on business records and my personal knowledge. I grant UFG Insurance authorization to order a credit report on my business and/or me.

_____		_____	
OWNER/OFFICER NAME		AGENT NAME	
_____		_____	
TITLE		AGENT SIGNATURE	DATE
_____		_____	
OWNER/OFFICER SIGNATURE	DATE	EXPIRING POLICY NUMBER, IF APPLICABLE	

The signer of this application acknowledges and understands that the information provided in this application is material to the insurer's decision to provide the requested insurance and is relied on by the insurer in providing such insurance. The signer of this application represents that the information provided in this application is true and correct in all matters. The signer of this application further represents that any changes in matters inquired about in this application occurring prior to the effective date of coverage, which render the information provided herein untrue, incorrect or inaccurate in any way will be reported to the insurer immediately in writing. The insurer reserves the right to modify or withdraw any quote or binder issued if such changes are material to the insurability or premium charged, based on the insurer's underwriting guides. The insurer is hereby authorized, but not required, to make any investigation and inquiry in connection with the information, statements and disclosures provided in this application. The decision of the insurer not to make or to limit any investigation or inquiry shall not be deemed a waiver of any rights by the insurer and shall not estop the insurer from relying on any statement in this application in the event the policy is issued. It is agreed that this application shall be the basis of the contract should a policy be issued and it will be attached and become a part of the policy.