



Broker Instructions/Procedures for SLI/RLP Program

Quoting

1) To get a quote, broker will fax or mail to Sonoran National:

- Complete application- newest application attached, destroy all others- be sure application is complete including last part regarding computer information
- 3 years currently valued loss runs on SLI and underlying rental fleet losses (be sure we can identify each loss run)
- copy of limited license for existing licensed operators, or a copy of their application they have made for their ltd license if they do not have one
- copy of rental agreement- back/front/jacket and any addendums
- Fleet List
- Copy of declarations page from auto fleet liability policy
- Fed ID# always needed
- Copy of any advertising-yellow pages, etc.

Once Sonoran receives information above we will obtain a quote within 24-72 hours (unless additional information required) and Sonoran National will send out a proposal to Broker.

Binding

In order to bind, we need any follow up information requested in the proposal, as well as signatures to accept and/or reject coverage quoted from the insured and broker and an authorization form for TSD or Bluebird or agreement to report online and follow instructions for reporting on line.

Reporting

Reporting SLI or RLP can be done 3 ways; all three ways generate an automatic billing due on the 10th of the following month payable & sent to Knight Management (billing information on bill):

If the company uses TSD Rent 2000, then:

- a. Company is to report manually with back-up until SLI/RLP Interface is installed by TSD
- b. And, Company must sign and return to Knight the SLI/RLP Interface Installation Authorization.

If the company uses Bluebird, then:

- a. Company is to report manually with back-up until AutoInsure Interface is installed by Bluebird
- b. And, Company must sign and return to Sonoran the AutoInsure Interface Installation Authorization.

If the company uses other Rental Management Software, then:

- a. Company must report RLP and SLI via RLPInsurance.com
- b. We will send login, password, and instructions upon acceptance of our quote.



Binding and Policy

Sonoran National will produce a policy within a few days, if you need a binder prior to that, let us know prior to that and we will issue. We will either send policy to insured for Broker or we will send policy to Broker so you can send to insured. Knight Management will send out a supply of brochures directly to the client upon binding. Please let us know if your customer needs more brochures.

Company Appointments for customer's limited license

If the customer needs an appointment in order to obtain their limited license with their state, they need to let us know. For customers receiving their appointment for the first time, they can either forward their completed application and fee to us and we will attach appointment and mail into insurance department for them, or based on the copy of their license we can send in an appointment for them.

Commissions

You will receive commissions monthly from Knight Management based on negotiated commission rates.

Broker Agreements

Sonoran National must receive the following before any commissions will be processed:

- Signed broker agreement
- Copy of E&O policy with minimum limits of \$1,000,000 (Higher limits may be required with producers writing large national type accounts)
- Copy of agency license &/or individual license for states you are writing business within.

Countersignature

There are states in which we must have a resident agent countersign (i.e.: Nevada, Hawaii) the policy, where payment must be made to countersigning agent. This amount will be deducted from any commissions due to the Broker.

Please call Tammy Flosi or her assistant, Holly Happ at Sonoran National with any questions.

Sonoran National Insurance Group LLC

www.snig.biz

7502 E Pinnacle Peak Rd, Ste. B-210, Scottsdale, AZ 85255

Telephone 480-998-1001 Toll Free 866-998-1001 Fax 480-998-1002

In California-Sonoran National Insurance Services- License #0D87999