

**Universal Risk Advisors, Inc.**  
1110 W Commercial Blvd Suite #300  
Fort Lauderdale, FL 33309  
954-958-1203 or 800-425-9113

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*Agency/Producer Checklist for Appointment*

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- \_\_\_\_\_ Agency Appointment Application Form- *dated and signed*
- \_\_\_\_\_ Agent Agreement-*dated and signed*
- \_\_\_\_\_ W-9 Form-*front and back sides completed and signed*
- \_\_\_\_\_ Copy of E & O Declarations Page-*copy must show limits of insurance*
- \_\_\_\_\_ Licensing Information Form-*completed and signed*
- \_\_\_\_\_ Copy of Producer' license From The NC Department of Insurance
- \_\_\_\_\_ Copy of Agency License/Registration From The NC Department of Insurance
- \_\_\_\_\_ Check made payable to Universal Risk Advisors for state appointment fee -  
\$40.00 per Producer appointed (this fee will be waived until June 30, 2009).
- \_\_\_\_\_ Email address (binding guidelines and rating software updates)
- \_\_\_\_\_ How did you hear about us?

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Mail this entire packet with this form to Universal Risk Advisors at the above address OR give it to your Regional Sales Manager. Once your completed appointment paperwork is processed, you will receive a welcome package and your Regional Sales Manger will deliver your supplies. The rating system is hosted on AtlasBridge.com and requires Internet Explorer 6.0 or 7.0 and Adobe Reader 7.0.

Thank You,  
**Terry Wentroble**  
Vice President of Marketing