

### Information Needed for Common Change Requests:

#### General

- Include name, policy prefix and policy #
- Effective date

#### Auto

- Year of vehicle and description
- Complete Vin #
- Territory per auto
- Garaging location
- Cost new
- GVW (Gross Vehicle Weight)
- Class Code
- Use of auto and radius

#### Adding a Named Insured

- Complete Name Insured Questionnaire
- Description of insurable interest

#### Property

- Location Address
- Occupancy and percent occupied by insured
- Square footage
- Construction
- Year of Construction
- Year of electrical/heating/plumbing-updates
- Number of Stories
- Number of Units
- Sales

#### Inland Marine

- Description of equipment and year of manufactured
- Serial Number
- Limit of Insurance
- Receipts for Installation Coverage
- Rental Costs for leased and/or rented equipment

#### Umbrella

- Copy of decs from other carriers

#### Adding an Additional Insured

- Interest
- Form

#### General Liability

- Limits of Insurance

### Top tips for efficient endorsements:

- Send change requests to [CLprocessing@westfieldgrp.com](mailto:CLprocessing@westfieldgrp.com) mail box.
- When adding a new line please complete an application.

**REMINDER:** *It's the little things that make a big impact. These small touch points with agencies offer big opportunities to make connections and showcase how Westfield is here for all their needs.*