

## Section A: Dealership Information

Dealership operating company	DBA Name(s)	
Real estate holding company (if separate/applicable)	Ownership interest-partners %	
Years in business under current ownership	FEIN #	
401(K) plan		
Legal name	Administrator	Est plan value
# Full use dealer plates	# Demo plates	

## Section A: Dealership Information

1. Salespeople provided demo?	Yes	No
2. Managers provided demos?	Yes	No
3. Non-employees provided demos?	Yes	No
4. Minimum age for demonstrator use?		
5. Pre-employment MVR's run for driving positions?	Yes	No
6. Non-employees/family provided demos?	Yes	No
7. Signed demo agreements required and kept on file?	Yes	No
8. Service loaners provided?	Yes	No
9. Signed loaner agreements required and kept on file?	Yes	No
i. Copy of DL and Ins?	Yes	No
10. Rent vehicles to non-garage customers?	Yes	No
11. Estimated # of dealer trades per year?		
i. Furthest radius traveled?	Yes	No
12. Average value of dealer trade		

# Dealer Survey

13. Spot deliveries allowed?	Yes	No
i. What %		
ii. Who approves?		
14. Safety committee?	Yes	No
i. When are meetings?		
ii. Who attends?		
15. 3rd party service provider used for:		
i. Cyber security scan/compliance?	Yes	No
ii. Safety, OSHA compliance?	Yes	No
iii. Sales/F&I compliance?	Yes	No
16. Retain all records of all vehicles sold and repairs made?	Yes	No
i. How long?		
17. Are you aware of any circumstances that could result in a discrimination claim?	Yes	No
18. In the past 5yrs have you been involved in any suits or hearings involving the EEOC?	Yes	No
19. Written procedure for handling employee complaints of discrimination or harassment?	Yes	No
20. What training is provided to employees regarding discrimination and harassment?		
21. What manager-specific training is provided about sexual harassment?		
22. Do you have an employee handbook?	Yes	No
i. Does it contain a sexual harassment policy?	Yes	No
23. Do you use employment agreements?	Yes	No
i. Do they contain a binding arbitration clause?	Yes	No
24. Do you regularly consult a labor attorney?	Yes	No
i. Who?		
25. Do they review all terminations?	Yes	No
26. How many sales and non-sales people were terminated in last 12 months?		

# Dealer Survey

## Section C: Inventory/Customer Auto Safeguards

1. Vehicles secured from access after hours?	Yes	No
2. Video surveillance?	Yes	No
3. Lot Lighting?	Yes	No
i. 100%?	Yes	No
4. Posts & Chains?	Yes	No
i. Barriers?	Yes	No
5. Fencing?	Yes	No
6. Security guard?	Yes	No
7. Physical Inventory conducted how often	Yes	No
8. Key machine?	Yes	No
i. who supervises dispersal?		
ii. If not, where are keys stored and		
9. # of Service Bays		
10. Are vehicles locked at all times?	Yes	No
11. Average number of customer vehicles on lot?		
12. Average value of customer vehicle?		
13. Customer vehicles/keys kept in locked storage?	Yes	No
14. Are high value vehicles kept away from the perimeter of lot?	Yes	No
15. Are high valued vehicles parked indoors?	Yes	No
i. If so, what is the capacity?		
16. Are anti-theft systems used on vehicles?	Yes	No
i. If so, what system state specifically		

# Dealer Survey

## Section D: Premises/Crime/Privacy Safeguards

1. Burglar alarm?	Yes	No
i. If yes,	Local	Monitored?
2. Fire alarms?	Yes	No
i. If yes,	Local	Monitored?
3. Storage tanks?	Yes	No
i. If yes,	Local	Monitored?
4. Is a safe used?	Yes	No
i. Safe class?	Yes	No
5. Are independent, outside financial statement audits prepared annually?	Yes	No
6. Are Yearly unpaid accounts receivable verified by audit confirmation?	Yes	No
7. Bank Accounts reconciled by those who do not write checks?	Yes	No
8. How many signatures required on payroll & voucher checks?		
9. How many individuals have check signing authority?		
10. # of employees who handle cash or write checks as normal part of job?		
11. Are there any underground tanks on the premises?	Yes	No
12. How many computer workstations and laptops does your organization have?		
13. Does your organization have onsite servers and/or storage of data?	Yes	No
14. Does your organization utilize any cloud "software as a service" providers that are hosted offsite?	Yes	No
15. Do you have an outsourced technology management provider? (if so, please list vendor name)	Yes	No
16. During the past three (3) years, has your organization sustained any losses due to unauthorized access, unauthorized use, computer virus, denial of service attack, electronic media liability, data breach, data theft, fraud, electronic vandalism, sabotage or other similar electronic security events?	Yes	No
17. Does your organization have a firewall?	Yes	No
18. Does your organization maintain a formal information security program?	Yes	No
19. Have you had a formal evaluation of your information security program in the past 2 years?	Yes	No

# Dealer Survey

## Section E: Sales Practices

1. Are keys stored in locked boxes, a keyboard, or other secured devices? i. If so, describe key control procedures:	Yes	No
2. Are any warranties provided on vehicles sold? i. If any vehicles are sold without a warranty, does the buyer sign-off on the purchase, recognizing the vehicle is sold "as-is"?	Yes	No
3. Is any, and all prior damage disclosed at the time of sale?	Yes	No
4. Who inspects incoming vehicles for damage?		
5. Are written inspection records kept?	Yes	No
6. Who executes sales documents?	Yes	No
7. Who completes title paperwork?		
8. Are buyer's guides posted in all vehicles held for sale?	Yes	No
9. Do you sell autos on consignment?	Yes	No
10. Any overnight test drives allowed?	Yes	No
11. Are all test drives accompanied by an employee?	Yes	No
12. Are two forms of identification secured in any spot delivery transaction?	Yes	No
13. Is driver's license & insurance verified for test drivers?	Yes	No
14. Does the dealership staff verify the customer has adequate funds to finalize a sales transaction	Yes	No
15. Funds verified on Dealer Trades?	Yes	No
16. Require bankers or cashier checks when working with wholesalers?	Yes	No
17. Is a "CAR FAX" or an equivalent report obtained on all vehicles traded in?	Yes	No
18. Conduct any BUY-HERE/ PAY-HERE business? i. If so, how is the vehicle titled and the lien holder assigned?	Yes	No

# Dealer Survey

## Section F: Service Operation

1. # of Service Bays?	Yes	No
2. Are there no smoking signs posted in all areas where combustible materials are located?	Yes	No
3. Are all wiring, conduit, circuit breakers, and electrical boxes securely mounted and covered?	Yes	No
4. Store oil, solvents, chemicals, flammables, paints, and similar materials in approved containers?	Yes	No
5. Do you discard oily rags in a self-closing metal container?	Yes	No
6. Describe type of mechanic certification (ie: ASE certified)		
7. Are signs posted prohibiting customers or unauthorized personnel from shop or service areas?	Yes	No
8. Do you subcontract any work?	Yes	No
i. If yes, explain		
9. Do you own a tow truck, car hauler, or trailer?	Yes	No
10. Do you do any towing or hauling outside of this business?	Yes	No
i. If yes, explain		
11. Any repossession of vehicles without using a licensed and insured repossession company	Yes	No
12. Do you tow for the public?	Yes	No
13. Do you have contracts to tow for any other businesses?	Yes	No
i. If yes, explain		

# Dealer Survey

## Section G: Collision Center

1. UL approved paint booth? i. What type of booth? ii. What type of fire suppression?	Yes	No
2. How often are filters cleaned and changed?	Yes	No
3. Is paint mixing area enclosed in a non-combustible enclosure with self-closing metal door? i. Also protected by an automatic sprinkler or dry chemical fire suppression system? ii. Mixing area have explosion proof electrical systems?	Yes	No
4. NFPA compliant powered ventilation in booth and mixing room?	Yes	No
5. Do you have quality control checks in place to ensure that repairs have been performed properly? i. If yes, explain	Yes	No

# Dealer Survey

## Section H: Notes

**To be Considered, this Application Must be Signed by a Company Officer**

The under signed acknowledges and understands the information provided herein will be used to underwrite the applicant based on the information provided.

Signature below indicates the information provided is true and correct. This Supplemental Application must be signed by a company officer or owner of the entity applying for insurance.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name (Please Print)

\_\_\_\_\_  
Applicant's Title



# Dealer Survey

