

## ASPIRE NEW BUSINESS CHECKLIST

Quote Number <<[CustomField.ToText(root.PolicyTerm.CustomFieldValues["PRINT\_QuoteNumber"])]>>

For your reference, here is a quick checklist on Aspire General Insurance Services, LLC ("Aspire") document retention policy and required uploads. Please ensure that all forms are completed with all required information, initials, and signatures.

| Document                                                                                                        | Upload To Policy | Retain On File  |
|-----------------------------------------------------------------------------------------------------------------|------------------|-----------------|
| ○ Signed - Application & Driver Exclusion Forms                                                                 | Optional         | <b>Required</b> |
| ○ Signed Point of Sale Forms (Waivers, Business Exclusion, Accident Certification, Payment Authorization, etc.) | Optional         | <b>Required</b> |
| ○ Photos - Vehicle(s) w/ Physical Damage Coverage*                                                              | Optional         | <b>Required</b> |
| ○ Proof of Foreign License                                                                                      | Optional         | <b>Required</b> |
| ○ Photos - Salvaged Vehicle(s) w/ Physical Damage Coverage*                                                     | <b>Required</b>  | <b>Required</b> |
| ○ Photos - Artisan/Business Usage Vehicle(s)*                                                                   | <b>Required</b>  | <b>Required</b> |
| ○ Business or Artisan Usage Form & Registration                                                                 | <b>Required</b>  | <b>Required</b> |
| ○ Proof of No-Fault Accident(s) for challenged accidents                                                        | <b>Required</b>  | <b>Required</b> |

\*Clear photos showing all four sides of vehicle(s) required

**Please note that all documents retained on file are subject to request by Aspire's Underwriting or Quality Assurance department.**

X Applicant's Initials [\[eSign Named I\]](#)

Scan below QR Code to submit vehicle photos via  
Aspire's Photo Upload App

