

BROKER OF RECORD LETTER

Policy/Quote #:
Property Insured:
Policy Period:

To Whom it May Concern,

Please be advised that effective _____, I/we have appointed:

Unique Insurance Service, Inc. dba Agency Service Bureau (agency/broker name) as the agent and broker with regard to insurance for the risk mentioned above.

Please select one:

- ☐ I hereby request that Chubb **waive** their customary 10 day courtesy period which allows the original Agent/Broker to produce a superceding (countermanding) broker of record letter. (Not valid in Louisiana)
- ☐ I hereby request that Chubb **maintain** their customary 10 day courtesy period which allows the original Agent/Broker to produce a superceding (countermanding) broker of record letter.

Sincerely,

Name:
Title:
Street Address:
Street Address:
City/State/Zip:

Signature: _____

Agency/Broker Information:

Address: PO Box 750997
Address Continued:
City/State/Zip: Petaluma, CA 94975-0997
Contact Person: Vickie Loring
Phone Number: 800-232-3622 Fax Number: 707-773-3964
ACE Producer Code: 701044