



January 2022

## Broker of Record Guidelines

1. We will no longer accept broker of record letters on new ventures. This change allows us to be more responsive to binding coverage with new ventures since there is no countermanding period.
2. We do not accept broker of record letters from any producer within ten (10) business days of the effective date.
3. Broker of record letters must be signed and dated by the insured\* within the past thirty (30) days of receipt by Bellingham Underwriters.
4. Broker of record letters must be accompanied by a complete submission (see [www.bell-uw.com](http://www.bell-uw.com) for submission guidelines). A BOR letter with a partial submission will not be accepted.
5. BOR's will not be accepted within the first six months of any newly appointed agency.

\* Signed and dated by the individual, corporate officer, partner, sole proprietor, or managing members of Limited Liability Companies.

## Broker of Record Procedures

Below is an example of how this works:

Producer A is the first to submit Insured X to Bellingham Underwriters. Producer B is the second to submit Insured X to us. Producer B would receive an email from us letting them know their submission is not the first application received on the account, and therefore we will not be able to release a quote to their agency. For us to work with Producer B, we would need to receive a broker of record letter that has been signed and dated by the insured. Upon receipt, the holding producer (Producer A) will be notified and given five (5) business days to obtain a rescinder. If the holding producer fails to obtain a rescinder, we would then proceed to work with Producer B on the account. Please note that if we did receive a rescinder from the holding producer, no further broker of record letter would be accepted on the account.