



TO: UNDERWRITER @ XYZ COMPANY

- How well do you know the client and the client's business? Have you done any business with the client in the past? Were they referred to you by another client? Is the client a key center of influence for future business?
- How did the sale develop? What is the purpose of the coverage (income replacement, key-person, buy-sell, estate preservation, etc.)?
- How were the plan of insurance and face amount determined? Provide any assumptions or formulas used to determine the amount. Include copies of any financial planning documents.
- Are other business partners applying for coverage? If not, explain why.
- If a loan is involved, what is the amount, duration, and purpose of the loan?
- Is this a new business venture? Does the client have any prior business experience that would contribute to this new venture's success?
- Is the case being shopped to other carriers? Which carriers? What offers have you received? What is the client's premium tolerance? What is the total line of coverage, and how much will be placed with each carrier?
- Any history of bankruptcy or reorganization? Chapter filed? Date of discharge? Include any special circumstances around that specific time.
- Does the client have any special circumstances with his or her dependents?
- Are there any factors in the client's history that may present a problem or even help with underwriting?
- Any underwriting concerns? Lifestyle changes that he/she has made? (This is especially important when dealing with older-age clients)
- Is the client physically active or involved in any religious/community organizations?
- Has the client traveled to countries longer than two weeks? Any upcoming travel?
- Has the client participated in avocations such as aviation, rock climbing, etc.? Does the client maintain any extra training or proficiency testing beyond what's required?
- Has the client ever been rated or declined in the past?
- Are you in competition with another broker for the case?
- Have CPAs, attorneys, or trustees been involved in the case? What is their role? Do you expect any changes before or after issue based upon recommendations from the client's advisors?
- Is the client a non-working spouse? If so, make sure to address amount of coverage on the working spouse and the annual income for that working spouse as well.