

# Roush Insurance Services, Inc.

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## Auto Dealers Acts, Errors and Omissions Supplemental Application (Complete in addition to the Auto Dealers Application)

Applicant Name: \_\_\_\_\_

1. **Coverages:**    Truth In Lending/Leasing                       Title                       Odometer                       Insurance Agents
2. **Acts, Errors and Omissions Limits:**    \$100,000     \$300,000                       \$500,000                       \$1,000,000
3. **Deductible:**    \$1,000     \$2,500 (Financial Statement Required)     \$5,000 (Financial Statement Required)

### Truth-In-Lending/Leasing

4. **Financing Procedures:**

- In-House..... % of Sales \_\_\_\_\_
- Do you follow Federal, State and Local Truth-in-Lending statutes?.....  Yes  No
- Is the auto's title transferred into the customer's name at time of possession?.....  Yes  No
- Is the dealership listed as the lienholder on the title?.....  Yes  No
- Do you verify customer insurance coverage?.....  Yes  No
- Do you perform repossessions?.....  Yes  No
- If yes, attach proof of separate coverage.
- Is insurance verified for independent repossessions firms used?.....  Yes  No
- Dealer Arranges Financing with Outside Firm..... % of Sales \_\_\_\_\_
- Name and title of staff member arranging financing: \_\_\_\_\_
- Experience of staff member arranging financing: \_\_\_\_\_
- Do you have in-house approval authority?.....  Yes  No
- Do you follow Federal, State and Local Truth-in-Lending statutes?.....  Yes  No
- Do you require final approval prior to releasing the auto?.....  Yes  No
- Customer Arranges Own Financing..... % of Sales \_\_\_\_\_

### Odometer Disclosure

5. **Verification procedures used for odometer/damage disclosure:**

- Carfax or similar industry report on all autos
- Title search on all autos
- Vehicle inspection on all vehicles by:
- In-house ASE certified mechanic
  - Independently insured mechanic (Certificate of Insurance must be on file)

6. **Describe procedures if prior damage or salvage title is discovered:** \_\_\_\_\_

\_\_\_\_\_

**7. Disclosure procedures used:**

- Checklist
- Customer written acknowledgement
- Other: \_\_\_\_\_

**Auto Titling**

**8. Titling Procedures:**

**Staff member responsible for DMV paperwork:** \_\_\_\_\_

**Experience of staff member:** \_\_\_\_\_

**Describe procedure for verification that titles and liens are filed accurately:** \_\_\_\_\_

\_\_\_\_\_

**Insurance Placement**

**9. Insurance Placement Procedures:**

Do you have an insurance agent's license?.....  Yes  No

What is the minimum A.M. Best rating of the carriers with whom you place business? \_\_\_\_\_

Name and title of staff member arranging insurance? \_\_\_\_\_

Experience of staff member: \_\_\_\_\_

Do all staff members arranging insurance have an agent's license? .....  Yes  No

Do you have separate Insurance Agents Errors & Omissions coverage in place? .....  Yes  No

If yes:

Carrier: \_\_\_\_\_ Policy Term: \_\_\_\_\_ Limit of Liability: \_\_\_\_\_

**Refer to the application form for State Fraud Warnings.**

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(Must be signed by an active owner, partner or executive officer.)

PRODUCER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

AGENT NAME: \_\_\_\_\_ AGENT LICENSE NUMBER: \_\_\_\_\_

(Applicable to Florida Agents Only)

PRODUCER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_