

DOCTOR & DOCTOR

Insurance Agency, Inc.

Ph (818) 368-3764
Fax (818) 363-0167

10216 Reseda Blvd.
Northridge, CA 91324

NEW POLICY CHECKLIST – AUTO

**SPEED UP YOUR APPLICATION PROCESS BY PROVIDING THESE ITEMS VIA FAX OR EMAIL
OR HAVE THE INFORMATION AVAILABLE WHEN YOU CALL OR COME IN FOR YOUR APPOINTMENT:**

We need copies of the following: (*Documentation Required)

- License for each driver
- Registration for each vehicle
- Proof of no fault, and/or no bodily injury for any accidents in last 3 years (If applicable)
- Copy of your current auto policy (if available)
- Proof of LoJack, OnStar, TeleTrack or similar anti-theft device
- Marriage certificate - If any driver is married and spouse has different last name
- Written proof for one of these Professional Discounts: (Any driver qualifies)
 - Member LA County Bar, California Medical Association or the California Society of Certified Public Accountants.
 - Engineer or Scientist Degree (in certain fields)
 - California Teaching Credential – Or full time University Professor
 - Good student discount (Last report card = 3.0 GPA, plus student has full-time enrollment in this & last semester).
 - Multi-Policy Discount – Let us know if you own a home or condo

We need the following Information: (*NO documentation needed)

- If vehicle is financed: Name & address of Lienholder (shows on registration)
- Current odometer reading for each vehicle.
- Each driver's employer name, type of business, work address, # of years employed there.
- For Students - School or University name, school address, # of years attending.
- Household members not on policy will be excluded from coverage unless added. Provide their name, birth date and relation to you. (Include kids under driving age!)
- Vehicles parked at your home not on your policy will be excluded (not covered) unless added to your policy. Provide year, make, model & registered owner of each.

And finally...

- There will be a handful of yes/no questions, as well as signatures on your application.
- In certain cases, we'll need to take photos or do a brief garage inspection of your car.