



RISKCO BROKERS, LLC

## Producer Profile

Agency Name (DBA): \_\_\_\_\_

Location: \_\_\_\_\_  
*Street City County State*

Mailing Address: \_\_\_\_\_  
*PO Box/Street City County State Zip*

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Web Site: \_\_\_\_\_ Email: \_\_\_\_\_

Agency Ownership:  
 Individual     Partnership     Corporation     Other \_\_\_\_\_

License Numbers:  
*Agent's* \_\_\_\_\_ *Broker's* \_\_\_\_\_

States Where Licensed: \_\_\_\_\_

Key Personnel: \_\_\_\_\_

Does agency maintain separate trust account?     Yes     No

Bank Name and Branch: \_\_\_\_\_

E&O Insurance Carrier and Limits: \_\_\_\_\_

Brief history of agency: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Associations/Affiliations: \_\_\_\_\_

Agent/Broker Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*Please attach a copy of your Agency/Broker license and a copy of your E&O declarations page\**



RISKCO BROKERS, LLC

## RISKCO BROKERS, LLC BROKERAGE AGREEMENT

As used in this Agreement, RISKCO Brokers, LLC (RISKCO) shall refer to any business unit or entity that may be affiliated through common ownership and/or managed by RISKCO as agent for maintaining Producer relationships.

### Agreement between RISKCO and \_\_\_\_\_

(referred herein as Producer)

Whereas, Producer is desirous of placing contracts of insurance through companies represented by RISKCO (those companies referred herein as Insurer) and utilizing the underwriting facilities, knowledge, and services of RISKCO, and in consideration of RISKCO placing risks of Producer's clients (referred herein as Insured) from time to time with an Insurer or Insurers and for mutual promises and covenants set forth in this document it is agreed as follows:

**AUTHORITY** Producer is an agent for the applicant, and acts on behalf of the applicant for insurance, and is not acting as an agent, subagent or broker for RISKCO. This agreement or the relationship between the parties and their officers and employees is not intended, and shall not be construed, to create a partnership, joint venture or employment relationship between RISKCO and Producer. Producer is for all purposes an independent contractor. The use and control of expirations are and shall remain property the property of the Producer.

RISKCO shall be the sole judge of whether to accept, reject, or submit to Insurer for acceptance any applications of insurance for risks submitted by Producer and shall incur no liability for failure to place any such risk. Producer shall have no authority to bind any Insurer for RISKCO, commit to or issue binders, policies, or other written evidence of insurance on behalf of RISKCO or to make representations not strictly in accordance with the provisions of the policies and contracts placed under the terms of this Agreement. Producer shall not make, alter or vary any terms of coverage, or modify terms of payment of any premium or deposit, or incur any liability for RISKCO.

**APPLICATION PROCESS** Producer must submit the following information to obtain a quote: 1) *Completed and Signed Acord Applications* 2) *Completed Location Spreadsheet* 3) *Completed Supplemental Forms* 4) *5 Years of Currently Valued Loss Runs* 5) *Color Pictures of Front & Back of Each Building*.

**RESPONSIBILITY** Producer warrants and represents that Producer is properly licensed to transact business as an agent or broker in accordance with the insurance laws, rules and regulations of each state in which Producer transacts business. Producer will maintain such license or licenses in good standing for the duration of this agreement and will furnish proof of such licensing upon request by RISKCO. Producer will promptly notify RISKCO of any suspension, cancellation or disciplinary action in respect of its license(s).

**SURPLUS LINES INSURANCE** Producer shall not place an order with RISKCO for any excess or surplus lines insurance unless Producer shall have first complied with any applicable state laws requiring the Producer to attempt to procure such insurance from insurers authorized to do business in the State of residence of the proposed Insured. The party responsible for the payment of surplus lines taxes shall also be responsible for full compliance with all relevant surplus lines laws of the pertinent State, including but not limited to, the collection and payment of surplus lines taxes, filing of affidavits, and providing the appropriate statutory and/or regulatory disclosure legends on all documents.

**PREMIUM AND ACCOUNTS** Producer guarantees the full payment due RISKCO of all premiums including deposit, earned, extension and adjustable premiums, fees, plus applicable state and local taxes, on every insurance contract bound or written for Producer pursuant to this Agreement. *Producer shall be liable to RISKCO for the payment of all premiums, fees and taxes whether or not collected by the Producer within 30 days of binding coverage.* RISKCO's billings may take the form of binders, invoices or statements. The balance will be due and payable as indicated on such billings and may vary based upon the credit terms of the issuing company. The omission of any item(s) from a monthly statement or separate invoice shall not:

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RISKCO BROKERS, LLC • PO BOX 568 • EAST HANOVER, NJ 07936

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(1) affect the Producer's responsibility to account for and pay all amounts due; (2) prejudice the rights of RISKCO to collect all amounts due from Producer; and (3) extend the time within which Producer must make payment. *Producer's obligation to make payment to RISKCO is not contingent upon the issuance of a policy.* Any credit extended to the Insured or others shall be at the sole risk and responsibility of the Producer unless agreed to in writing by RISKCO.

**FUNDS HELD IN TRUST** Producer shall hold funds in a fiduciary account for business generated under this Agreement to the extent required by the insurance laws of each state in which Producer conducts business. Provided Producer is in compliance with all terms of this Agreement, Producer shall be entitled to any interest earned on said funds while so held by the Producer.

**CLAIMS** Producer shall notify RISKCO promptly of any claims, suits or notices of loss (or circumstances which might reasonably be expected to result in a claim, suit or notice of loss) and shall cooperate fully with RISKCO to facilitate the investigation and adjustment of any claim when and as requested by RISKCO.

**ADJUSTABLE PREMIUMS** Notwithstanding anything to the contrary herein set forth, in the situation where premiums for a policy or policies which have been issued cannot be fully determined in advance and where an adjustment or determination is made by an audit, retrospective rating or by interim reports are fully earned and due at the invoice date as evidenced by a RISKCO or insurance company invoice. Producer will make all reasonable efforts to collect amounts due. Producer will be relieved of responsibility for premium, so adjusted or determined, if Producer notifies RISKCO in writing within 20 days after said invoice date, stating that Producer has made diligent efforts and is unable to collect such premiums and, *provided the Insurer releases RISKCO of liability for such premium.* A copy of the Producer's invoice to the Insured, as well as copies of correspondence pertaining to the collection, must be sent with this notification. Failure to give RISKCO timely notice shall constitute Producer's acceptance of responsibility to pay such premiums. If commission applies to these adjustments, none will be allowed to Producer on premiums collected directly by RISKCO or Insurer under this provision.

**DIRECT COLLECTION** If, after the expiration of thirty (30) days from the date liability was assumed by the insurance carrier, RISKCO has not received payment due for the applicable coverage, RISKCO may, at its option, collect from the Insured the premium due. Attempts by RISKCO to collect from the Insured shall not relieve Producer of liability to RISKCO except to the extent of amounts actually collected by RISKCO from the Insured, less the expense of such collection.

**COLLECTION OF AMOUNTS** In the event RISKCO shall have to bring any action or proceeding to enforce collection of any amount due under the terms of this agreement Producer agrees to pay all costs incident thereto, including reasonable attorney's fees, incurred by reason of such action or proceeding.

**CANCELLATION OF INSURANCE** RISKCO will not recognize flat cancellations unless: (1) written evidence of coverage prior to the inception date of the contract for insurance is provided; and (2) *such credit has been granted RISKCO by its Insurer.* Earned premium shall be computed and charged on every binder, policy or contract cancelled after the inception date in accordance with the cancellation provision of the applicable contract and/or rules of the Insurer. If Producer does not make timely payment of any sums due RISKCO, then RISKCO may, without limitation of other remedies, initiate with Insurer to cancel the binder, policy or contract for non-payment. If coverage is bound all additional fees charged are for the entire policy term shall be fully earned upon binding. Producer hereby acknowledges that RISKCO, or its Insurers, are under no duty to reinstate a policy if the policy is cancelled. Producer shall not accept from Insured the late payment of premiums with prior knowledge, whether actual or constructive, that the policy for which the late premiums have been collected is cancelled.

**FINANCED PREMIUMS** On all premiums which have been financed, RISKCO will remit payment for any return premium, less unearned commission, directly to the Producer unless otherwise specified. The ultimate liability of RISKCO for payment to a Finance Company, Producer or Insured shall never exceed the amount of return premium. Producer agrees to hold RISKCO harmless from any responsibility for payment to Finance Company and further agrees that financing arrangements do not diminish the responsibility for the timely payment of premium by the Producer. Producer must send copies of the finance agreements to RISKCO for their records.

**ADVERTISING** Producer shall not cause any advertisement referring to or using the name of RISKCO or Insurer, or issue or cause to have issued any letter, circular, pamphlet, or other publication or statement so referring, without the express written consent of RISKCO. In the event RISKCO suffers a loss or expense arising out of any unauthorized advertisement, publication or statement of the Producer, the Producer shall be liable for and hereby agrees to indemnify RISKCO and hold RISKCO harmless from all resulting damages, fines, penalties and costs.

**WAIVER OR DEFAULT** Failure of RISKCO to enforce any provision of this Agreement or to terminate it because of a breach hereof shall not be deemed to be a waiver of such provisions or of any breach committed by the Producer.

**SEVERABILITY** If any clause or provision of this Agreement shall be adjudged invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, it shall not affect the validity or any other clause or provision,

which shall remain in full force and effect. Each of the provisions of the Agreement shall be enforceable independently of any other provision unless expressed otherwise herein.

**NO RESPONSIBILITY OR GUARANTEE** Producer understands that RISKCO assumes no responsibility toward any policy with regard to the adequacy, amount or form of coverage and agrees to indemnify and hold RISKCO harmless from any claim asserted against RISKCO in following the instructions of the Producer. RISKCO is not an insurer and does not guarantee the financial condition of the Insurers with whom it may place risks. RISKCO shall have no liability for non-payment of claims due to the insolvency of an Insurer, or otherwise, under contracts of insurance placed by RISKCO.

**PRIVACY POLICY** Producer shall neither disclose nor use Nonpublic Personal Information (as that term and similar terms are defined in the Gramm-Leach-Briley Act, 15 U.S.C. Section 6801 et. seq. and the applicable state insurance laws and regulations enacted or adopted pursuant to the Gramm-Leach-Briley Act [individually and collectively, the "Act"]) that is received from or collected on behalf of RISKCO except as necessary to permit the Producer to perform its duties under this Agreement, or as otherwise permitted or authorized by the ACT. The Producer shall also implement and maintain appropriate administrative, technical and physical safeguards to protect the security, confidentiality and integrity of such Nonpublic Personal Information.

**TERMINATION OF AGREEMENT** This Agreement may be terminated immediately at any time by either party giving written notice to the other by certified mail, return receipt requested for any reason what so ever. This Agreement will also terminate: (1) automatically, if any public authority cancels or declines to renew the Producer's license or certificate of authority, (2) automatically, on the effective date of the sale, transfer, or merger of Producer's business with the provision RISKCO may, upon review, appoint the successor as a Producer, or (3) immediately, upon either party giving written notice to the other of termination because of fraud, insolvency, failure to pay balances, or willful or gross misconduct. All representations and obligations of the Producer herein shall survive the termination of this Agreement.

After the date of termination of this Agreement, the Producer shall complete the collection and accounting to RISKCO for all premiums, commissions and other transactions unaccounted for on the date of termination or arising thereafter in respect of outstanding policies of insurance, including but not limited to, return premium and return commissions. Outstanding policies will be permitted to run to expiration.

**ERRORS AND OMISSIONS COVERAGE** Producer now has and shall maintain insurance agent's Errors and Omission coverage with a minimum policy limit of one million dollars (\$1,000,000) while this Agreement is in force and will furnish proof of such coverage upon extension of this agreement by RISKCO. Producer will provide RISKCO with prompt written notice of any change, cancellation or other termination of this Policy.

**NO REBROKERING** Producer shall not act as an underwriter or rebroker (double broker) for any application or policy Underwritten pursuant to this Agreement without the express written consent of RISKCO.

**HOLD HARMLESS** Producer shall indemnify, defend and save harmless RISKCO from any loss, claim, liability, damage and Expense (including attorney's fees and expenses of litigation) which RISKCO may incur or suffer by reason of material inaccuracy of any representation or breach by Producer of any term, condition, or warranty contained in this agreement.

**ALTERNATIVE DISPUTE RESOLUTION** THE PARTIES TO THIS AGREEMENT HEREBY EXPRESS THAT ALL DISPUTES, CONTROVERSIES OR CLAIMS OF ANY KIND AND NATURE BETWEEN THE PARTIES HERETO, ARISING OUT OF OR IN ANY WAY RELATED TO THIS AGREEMENT, ITS INTERPRETATION, PERFORMANCE OR BREACH, SHALL BE RESOLVED EXCLUSIVELY BY THE FOLLOWING ALTERNATIVE DISPUTE RESOLUTION MECHANISMS:

1. Negotiation – The parties hereto shall first engage in a good faith effort to negotiate any such controversy or claim by communications between them. Said negotiations may be oral or written. To the extent they are oral, they must be confirmed in writing.
2. Should the above-stated negotiations be unsuccessful, the parties shall engage in mediation pursuant to the American Arbitration Association Commercial Mediation Rules or such other mediation rule as the parties may otherwise agree to choose.
3. Should the above-stated mediation be unsuccessful, the parties shall agree to arbitrate any such controversy or claim with the express understanding that this Agreement is affected by interstate commerce in that the goods and services which are the subject matter of this Agreement, pass through interstate commerce. Said arbitration shall be conducted pursuant to the American Arbitration Association Commercial Arbitration Rules (the "Arbitration Rules") or such other arbitration rule as the parties may otherwise agree to choose.
4. The cost of the above-stated mediation shall be borne equally between the parties. The cost of the above-stated Arbitration shall be borne by the party against whom an award is issued and in favor of the prevailing party. In either event, each party shall bear the cost of their own attorney's fees and costs.

THE PARTIES UNDERSTAND AND AGREE: (I) THAT EACH OF THEM IS WAIVING RIGHTS TO SEEK REMEDIES IN COURT, INCLUDING THE RIGHT TO A JURY TRIAL; (ii) THAT PRE-ARBITRATION DISCOVERY IN ARBITRATION PROCEEDINGS IS GENERALLY MORE LIMITED THAN AND DIFFERENT FROM COURT PROCEEDINGS; AND (iii) THAT THE ARBITRATORS' AWARD IS NOT REQUIRED TO INCLUDE FACTUAL FINDINGS OR LEGAL REASONING, AND (IV) EITHER PARTY'S RIGHT OF APPEAL OR TO SEEK MODIFICATION OF RULINGS BY THE ARBITRATORS IS STRICTLY LIMITED.

THE VENUE FOR MEDIATION AND/OR ARBITRATION UNDER THIS PARAGRAPH SHALL BE IN THE TOWNSHIP OF EAST HANOVER, STATE OF NEW JERSEY.

**GOVERNING LAWS** This Agreement shall be deemed to have been made and performed in Morris County, New Jersey and shall be governed by, and construed and enforced in accordance with the laws of the State of New Jersey. The rights, duties and obligations of the parties to this agreement to such extent they are not dealt with specifically or by necessary implication in this instrument shall be in accordance with the customs prevailing in the surplus lines and special risks insurance business in the state in which the Producer is domiciled.

**ENTIRE AGREEMENT** This Agreement constitutes the entire agreement between RISKCO and Producer and supersedes and replaces any previous agreements between RISKCO and Producer. No oral promises or representations shall be binding, nor shall this Agreement be modified, except by agreement in writing and executed by RISKCO. This Agreement shall apply to current policies already placed through RISKCO and in force at the date hereof and all future policies which may be placed by RISKCO for Producer.

**EXECUTION AND ACCEPTANCE OF AGREEMENT** Producer acknowledges that a breach of any of the terms, conditions, or provisions of this Agreement by the Producer may give rise to a cause of action by RISKCO against the Producer and/or may result in disciplinary action by RISKCO, including but not limited to, the termination of this Agreement, all in the sole discretion of RISKCO. Each individual who executes this Agreement in a representative capacity represents and warrants that he or she has the full right and power to execute this Agreement and to bind the entity or individuals on whose behalf he or she so signs. If the Producer is an individual, the individual must sign; if the Producer is a partnership, one of the partners must sign; if the Producer is a corporation, an authorized officer must sign and indicate the title of such authorized officer. The parties hereto agree this Agreement shall not become effective until accepted by RISKCO.

PRODUCER: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_  
*(Must be Owner, Partner or Authorized Officer)*

WITNESS: \_\_\_\_\_

DATE: \_\_\_\_\_

***Agreement Accepted and Effected by RISKCO.***

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Please complete, sign and return **ORIGINAL AGREEMENT** along with the following:

Copy of your **INSURANCE LICENSE** issued by your state of residence.

Copy of your **E & O POLICY DEC PAGE**.

Completed **CONFIDENTIAL PRODUCER PROFILE**.

Please check one:  Corporation  Partnership  Sole Proprietorship  Other \_\_\_\_\_

Federal Tax I.D. Number: \_\_\_\_\_ *(SS Number if Individual)*

Surplus Lines License Number: \_\_\_\_\_ *(if applicable)*