



Change Request - Text Standardization

Name and Address Changes

- Changed Address/Location/Legal Description
- Changed Name (Use this in case of deceased driver)
- Changed Name & Address
- Changed Territory

Bank / Mortgagee Changes

- Added Loss Payee/Add'l Insured to (***list vehicle/watercraft/motor/snowmobile/trailer***)
- Changed Loss Payee/Add'l Insured on (***list vehicle/watercraft/motor/snowmobile/trailer***)
- Deleted Loss Payee/Add'l Insured from (***list vehicle/watercraft/motor/snowmobile/trailer***)
- Changed Loss Payee/Add'l Insured Address for (***list vehicle/watercraft/motor/snowmobile/trailer***)
- Changed Billing to Mortgagee/Insured Bill
- Added/Changed/Deleted 1st, 2nd, 3rd Mortgagee
- Added/Changed Deleted Fee Owner etc
- Added/Changed Deleted Loan Number to (list bank/mortgagee)
- Changed Address of (list mortgagee)

Vehicle Changes

- Added/Deleted (***list vehicle***)
- Changed (***list vehicle***) to (***pleasure/farm/business/work***) use
- Added/Deleted liability coverages to/from (***list vehicle***)
- Added/Deleted physical damage coverage to/from (***list vehicle***)
- Added/Deleted (comp, collision, towing, full glass, transportation coverage) to/from (***list vehicle***)
- Increased/Decreased liability limits
- Changed comp/collision deductibles on (***list vehicle***)
- Changed towing/transportation limit on (***list vehicle***)
- Applied anti-theft credit to (***list vehicle***)
- Added/Deleted loan/lease coverage to/from (***list vehicle***)
- Added/Deleted PIP Stacking coverage

- Increased/Decreased PIP (or medical in WI/SD) coverage
- Added/Deleted Death & Disability Coverages for (*list person*)
- Changed VIN on (*list vehicle*)
- Corrected vehicle description for (*list vehicle and/or unit number*)

Driver Changes

- Applied/Removed Good Student Driver for (*list person*)
- Applied/Removed Defensive Driver Credit for (*list person*) use
- Updated Defensive Driver Credit for (*list person*)
- Applied wage loss credit for (*list person*)
- Corrected date of birth for (*list person*)
- Assigned (*list person*) to (*list vehicle*)
- Removed (*list person*) as assigned driver of (*list person*)
- Added (*list person*) as (*occasional/principal/non driver*)
- Changed (*list person*) to (*occasional/principal/non driver*) **
** DO NOT USE IN THE CASE OF A DECEASED DRIVER**
- In the case of a deceased driver, please use the following guidelines:
If a name change is involved, please use "Changed named insured"
If no name change is involved, please use "Updated driver information"

Property Changes

- Changed (*year, construction type etc...*)
- Changed protective class to Unprotected/Protected/Partially Protected

Coverage Changes

- Changed Coverage (*A, B, C...*)
- Changed Policy Deductible
- Changed Personal Liability Limit (*coverage L*)
- Changed Medical Limits (*coverage M*)
- Added/Deleted/Changed (*list coverage*)
- Added/Deleted/Changed Protective Device Discount

Scheduled Personal Property

- Added/Deleted/Changed (*list description of scheduled property/watercraft/snowmobile/computer*)
- Added/Deleted Liability Coverage to (*list snowmobile/watercraft*)
- Changed value of (*list property*)