



**DEEP  
SOUTH**

**GARAGE - USED AUTO  
DEALERS SUPPLEMENTAL**

INSURED: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

AGENCY: \_\_\_\_\_  
AGENCY CODE: \_\_\_\_\_

**A. OPERATIONS**

1. Does applicant operate out of a residence?  Yes  No
2. Does applicant sell anything other than private passenger autos, vans or pick up trucks? If so, what? (ie. Boats; RVs' Trailers, Hvy Trucks etc) \_\_\_\_\_

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3. Where does applicant purchase vehicles held for sale?  
New Car Dealers \_\_\_\_\_ % Auctions \_\_\_\_\_ % Consignments \_\_\_\_\_ %  
Wholesale \_\_\_\_\_ % Trade Ins \_\_\_\_\_ % Others \_\_\_\_\_ %
4. If applicant purchases vehicles from auction, how are they delivered to the lot?  
\_\_\_\_\_

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5. Are contract drivers used?  Yes  No
6. What age group do the vehicles for sale fall in?  
1-6 years \_\_\_\_\_ % 6-10 Years \_\_\_\_\_ % 10-20 years \_\_\_\_\_ % Over 20 \_\_\_\_\_ %
7. How many vehicles held for sale? \_\_\_\_\_ Avg \_\_\_\_\_ Max \_\_\_\_\_
8. Value of All Vehicles on Lot? \_\_\_\_\_ Avg \_\_\_\_\_ Max \_\_\_\_\_
9. Does applicant sell vehicles in need of repair?  Yes  No
10. Does applicant sponsor a car for racing?  Yes  No
11. Are vehicles furnished to organizations, churches, clubs, etc.? If yes, please explain.  
\_\_\_\_\_

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12. How many dealer tag does applicant have? \_\_\_\_\_
13. Are any dealer tags permanently used on a vehicle for business or personal use?
14. If yes, please explain: \_\_\_\_\_

**B. PERSONNEL**

1. Does applicant have a formal safety program?  Yes  No
2. Person responsible for safety activities: \_\_\_\_\_
3. Which of the following are part of applicant's hiring procedures?  

_____ Personal Interview	_____ Employment Application
_____ Reference Check	_____ Medical Questionnaire
_____ Lie Detector Test	_____ Motor Vehicle Record Check
_____ Drug Screening	
4. Total number of employees: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time
5. **COMPLETE ATTACHED DRIVERS LIST FOR ALL EMPLOYEES.**

**C. DEMONSTRATOR VEHICLES**

- 1. Are employees provided with demo vehicles?  Yes  No
- 2. Assignment of demo vehicles is based on:  
 Sales  Probationary Period  
 Driving Record  Other
- 3. How is demo vehicle used?  
 Work Only  To and From Work  
 Personal Car  Vacations
- 4. Who can use employee's demo vehicles?  
 Employee  Spouse  
 Children  Others
- 5. Who provides insurance on demo vehicles? \_\_\_\_\_
- 6. Who is responsible for deductibles? \_\_\_\_\_
- 7. Is there a written demo agreement?  Yes  No

**IF YES, ATTACHED WRITTEN DEMO AGREEMENT.**

**D. TEST DRIVES**

- 1. Does insured obtain drivers' license of customers before test drives?  Yes  No
- 2. Does salesperson accompany customers on every test drive?  Yes  No
- 3. Are there circumstances when drivers license is not obtained or salesman does not accompany on the test drive? \_\_\_\_\_
- 4. Is there a designated route taken for test drives?  Yes  No
- 5. Does applicant allow customers to test drive in poor weather?  Yes  No

**E. LEASING**

- 1. Does the applicant have a lease department?  Yes  No
- 2. Type of lease:  Long Term  Short Term
- 3. How many leases does the applicant have each year?  
 Corporate  Personal
- 4. Does the applicant have a leasing manager?  Yes  No  
If yes, answer the following:  
a. Years of experience: \_\_\_\_\_  
b. Background: \_\_\_\_\_
- 5. Does the applicant verify customer's insurance?  Yes  No  
If yes, answer the following:  
a. How is insurance verified? \_\_\_\_\_  
b. Do they have evidence of insurance on file?  Yes  No  
c. Were any certificates missing on current leases?  Yes  No
- 6. **ENCLOSE A COPY OF THE LEASE AGREEMENT.**

**ANSWER THE FOLLOWING FOR DEALER'S OPEN LOT AND/OR GARAGEKEEPERS  
COVERAGE ONLY:**

**F. LOT SECURITY**

1. What percentage of vehicles held for sale are stored in the building? \_\_\_\_\_ %
  2. If so, does building have central station alarm?  Yes  No
  3. What percentage of vehicles are stored in an open lot? \_\_\_\_\_ %
  4. Is the lot fenced?  Yes  No  
If yes, what type of fence? \_\_\_\_\_
  5. Does the dealership have a night watchman?  Yes  No
- If yes, answer the following:
- a. Is watchman armed?  Yes  No
  - b. Watchman is: \_\_\_Dealership employee \_\_\_Outside service  
If outside service, is a certificate available?  Yes  No
6. Does lot have a guard dog?  Yes  No
  7. Is there any special police protection?  Yes  No
- Explain: \_\_\_\_\_

**F. VEHICLE SECURITY**

1. How often is a vehicle inventory taken? \_\_\_\_\_ By whom: \_\_\_\_\_
  2. Where are vehicle keys kept when open for business? \_\_\_\_\_
  3. Where are vehicle keys kept when closed for business? \_\_\_\_\_
  4. Who has access to the keys? \_\_\_\_\_
  5. Is a key inventory taken?  Yes  No
- If yes, how often? \_\_\_\_\_
6. Are the keys kept in a secured area (locked cabinet or room)?  Yes  No
  7. Is there a flood evacuation plan?  Yes  No
  8. Has the area applicant is located flooded in past 10 years?  Yes  No
  9. Does the dealer verify customers' checks before a vehicle is released in a sale?  Yes  No
  10. Does the insured provide loaner vehicles?  Yes  No
- If yes, answer the following:
- a. Is a charge made?  Yes  No
  - b. Is a contract written?  Yes  No

**G. CONSIGNED AUTOS**

1. Does dealer have any consigned vehicles?  Yes  No
2. If yes, how many annually? \_\_\_\_\_
3. **ATTACH CONSIGNMENT AGREEMENT.**

**H. REPOSSESSIONS**

1. Is the applicant in the business of repossessing autos?  Yes  No
2. If yes, **COMPLETE AND ATTACH REPOSSESSORS SUPPLEMENTAL.**