

# Time for Renewals!

It is our job at MBS to make sure your renewal process goes as smooth as possible. We also want to make sure that you are receiving the most comprehensive coverage at the best price for this upcoming year as the Insurance market has changed. MBS Insurance will make sure that you have the necessary renewal applications and go through them with you to make sure they are filled out properly. Other documents needed for your renewal to go smoothly include:

1. Completed application, no older than 90 days (with any recent or planned practice changes noted)
2. Most Recent Curriculum Vitae
3. Up-to-Date license for everyone on your policy
4. Up-to-date staff list (important for your corp./entity coverage)
5. Current insurance policy's declarations page and endorsements
6. Claim history reports from prior insurers dating back at least five years
7. Written narratives for any past claims (*with the outcome of the claim, whether it was settled, dismissed etc.*), including any open claims
8. Disciplinary action documents noted above

We understand how important your time is and that it is our job as your agent to "Simplify the Complex". We promise to handle your renewal in a timely fashion with your best interests at heart. If you have any questions on the list above please call our toll free number and a member of our highly trained staff will be able to assist you, 1-800-347-3417.

