Southern Trace
Underwriters

NON FRANCHISED DEALERS/
TRAILER SALES QUESTIONNAIRE

THIS SUPPLEMENTAL QUESTIONNAIRE MUST BE ACCOMPANIED BY A COMPLETED ACORD GARAGE APPLICATION

DATE	IOL III I LICIII	1011		
INSURED AGE	ICY			
Does applicant operate any other type of business Yes No If "yes" give details	•			
TEST DRIVING				
Does applicant check for valid drivers license prior to test drive?	Yes	No		
Does Salesperson accompany customer on test drives?	Yes	No		
Is there a designated route for test drives?	Yes	No		
LEASING OPERATIONS				
Does applicant have a lease department? If Yes:	Yes	No		
Type of lease: Long Term Short Term				
Does applicant verify customer's insurance? If Yes:	Yes	No		
How is insurance verified?	_			
Does applicant keep evidence of insurance on file	? Yes	No		
How many leases does the applicant have each year	ar?			
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NON FRANCHISED DEALERS/TRAILER SALES QUESTIONNAIRE (CONT.)

DEMONSTRATOR VEHICLES Are employees provided with demo vehicles? No Yes How are demo vehicles used? To and From Work Work only Personal & Work Who are allowed to drive employee's demo? Employee Spouse Children **GENERAL** How many Dealer Plates? Full Time _____ Part Time ____ Total # of Employees: # of Employees in each department: Management _____ Clerical _____ Sales _____ Mechanics _____Body Shop _____ Parts _____ Drivers, Full Time _____ Drivers, PT ____ Other ____ Which of the following is part of the applicant's hiring procedure? Reference Check Application MVR Check Drug Screening Medical Questionnaire Does applicant repossess autos? Yes No If Yes, Describe _____ Does applicant rebuild salvage vehicles? Yes No FORM STU-NF12-06 Pg. 2 of 3

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NON FRANCHISED DEALERS/TRAILER SALES QUESTIONNAIRE (CONT.)

COMPLETE THIS SECTION IF DEALERS OPEN LOT OR GARAGEKEEPERS LIABILITY IS REQUESTED

Is a night watchman on duty? If yes, is it:	Yes	No		
Outside Service Dealers Employee				
Is the night watchman armed?	Yes	No		
Where are keys kept during business hours?				-
Are keys kept in a locked cabinet or room at night? Who has access to keys?		No		
Is a key inventory taken? How often?	Yes	No		
Where are cars stored? Open	Lot Ins	side Bld	g	
If stored in Open Lot:				
Is lot enclosed? If yes, type of enclosure	Yes	No		
Is lot lighted?	Yes	No		
Attendant on duty 24 hours?	Yes	No		
Are cars locked after hours?	Yes	No		
Any guard animals on premises? If yes, describe	Yes	No		
If stored in Building:				
Building Construction		Age _		
Are ignition keys left in cars? If not, where are they stored?	Yes	No		
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