



Aspire General Insurance Services- CA Lic#: 0110876
UNDERWRITTEN BY ASPIRE GENERAL INSURANCE COMPANY

P.O Box 2426
Rancho Cucamonga, Ca 91729-2426
P (877) 789-4742

Policy Number: _____

Aspire New Business Checklist

For your reference, here is a quick checklist on Aspire’s document retention policy and required uploads. Please ensure that all forms are completed with all required information, initials, and signatures.

Document	Retain On File	Upload To Policy
<input type="checkbox"/> Signed - Application & Driver Exclusion Forms	Required	Optional
<input type="checkbox"/> Signed Point of Sale Forms (Waivers, Business Exclusion, Accident Certification, Payment Authorization, etc.)	Required	Optional
<input type="checkbox"/> Photos - Vehicle(s) w/ Physical Damage Coverage*	Required	Optional
<input type="checkbox"/> Proof of Foreign License	Required	Optional
<input type="checkbox"/> Proof of Marriage - Spouses w/ Different Last Names	Required	Optional
<input type="checkbox"/> Proof of Marriage - Excluded Spouse	Required	Required
<input type="checkbox"/> Photos - Salvaged Vehicle(s) w/ Physical Damage Coverage*	Required	Required
<input type="checkbox"/> Photos - Artisan/Business Usage Vehicle(s)*	Required	Required
<input type="checkbox"/> Business or Artisan Usage Form & Registration	Required	Required
<input type="checkbox"/> Proof of No-Fault Accident(s) for challenged accidents	Required	Required

**Clear photos showing all four sides of vehicle(s) required*

Please note that all documents retained on file are subject to request by Aspire’s Underwriting or Quality Assurance Departments.