

## Four Tips to Stay On Track For A Smooth Renewal

Our goal is to ensure that your architectural firm enjoys continuous professional liability insurance coverage and peace of mind.

Here are four things you can do - and the timeline to do them in - to ensure that your renewal is completed well before the policy expiry date:

- **Start Early.** Your firm will receive e-mail notification that it's time to renew at least 60 days prior to your expiry date. Start gathering key information required in the Renewal Application within 5 days of receiving your Renewal E-mail.
- **Review your Coverage Needs.** Between 10 to 15 days of receiving your renewal e-mail, consider your firm's growth over the previous year, as well as any upcoming projects or business development plans. This is the time to consider increasing your limits or your deductible. Contact the underwriting team for a quote. Alternatively, if you're planning to wind down your practice, do so before your renewal. Contact the OAA to surrender your Certificate of Practice and Contact Pro-Demnity to let us know. If eligible, you will be transitioned to the Retirement from Practice Program.
- **Complete the Application.** Within 15 to 20 days of receiving your Renewal E-mail, fill out the Renewal Application and complete all sections in full. Call the Underwriting team to answer any outstanding questions you might have, before sending in your documentation.
- **Submit the Application.** Ensure all sections of the application are completed and that all your supporting documentation is in hand. E-mail your Renewal Application and supporting documents to [mail@prodemnity.com](mailto:mail@prodemnity.com) a minimum of 30 days before your policy expiry date. Please allow 15-20 business days for the renewal to be processed.