

# D'Alessandro Insurance Agency, LLC

## Cancellation Policy & Commercial Policy – Cancellation & Renewal Endorsement Policy

At **D'Alessandro Insurance Agency, LLC**, we want every client to feel supported and informed when it comes to managing their insurance policies — including cancellations and updates to commercial coverages. While each insurance carrier has its own rules and procedures, the following outlines our **agency-wide policies** for all personal and commercial insurance lines.

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### 1. Client-Initiated Cancellations (All Policy Types)

You may request cancellation of your policy at any time. To ensure accuracy and prevent unintended lapses in coverage, we require all cancellation requests to be submitted through one of the following secure methods:

- **Call our agency** directly to speak with a licensed agent.
- **Submit your request by mail:**  
*7960 Donegan Dr, Suite 227, Manassas, VA 20109*
- **Email your request** to *info@dalessandroinsurance.com* from the email address associated with your policy.

#### Required Information to Avoid Delays:

Please include the following:

- Your full name
- Policy number
- Requested cancellation effective date
- **Proof of new coverage** (ACCEPTABLE DOCUMENTATION: *Declaration Page*)

Additional information may be required depending on the guidelines of your insurance carrier.

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## 2. Carrier-Specific Requirements

Your insurance carrier may require additional steps before finalizing a cancellation, including but not limited to:

- Signed cancellation form
- Proof of new coverage (commonly required for auto and home policies)
- Verification of the policyholder's identity
- Requested cancellation effective date

Our team will guide you through your carrier's process to ensure a smooth cancellation experience.

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## 3. Automatic Cancellation by the Carrier

A carrier may cancel a policy for the following reasons:

- Non-payment of premium
- Material misrepresentation
- Loss of eligibility (ex: moving out of state)
- Non-disclosure of drivers
- Unacceptable Motor Vehicle Record (MVR)
- Missing signatures on applications
- Other findings per their underwriting guidelines or state filings

If your carrier notifies us of a pending cancellation, our team will contact you to explain your options and help secure alternate coverage if needed.

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## 4. Refunds After Cancellation

Refunds are issued by the **insurance carrier**, not the agency. Carrier rules determine the type of refund:

- **Flat, Pro-Rated, or Short-Rated** refunds may apply
- Commercial policies may include **up to a 25% unearned premium penalty** for early cancellation
- Refunds may be issued by check or electronically

- Processing times vary by carrier
- **All agency fees are final and non-refundable**
- **25% Unearned Premium or \$2500 whichever is lower — Early Termination Fee (Commercial all types of Trucking & Similar Risks including Towing of any kind)**  
Applies for insured requested mid-term cancellations or due to non-payment cancellations.

We will help you track your cancellation status and any applicable refund.

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## 5. Avoiding Coverage Gaps

Before cancelling any policy, we strongly encourage clients to contact us so we can:

- Review your current coverage
- Ensure there are no unintended lapses
- Assist you in transitioning to a new policy if needed

**IMPORTANT:** *Always make sure you have new coverage in place before cancelling your current policy.*

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# COMMERCIAL POLICY – CANCELLATION & RENEWAL ENDORSEMENT POLICY

Our goal is to ensure all commercial policies remain accurate, compliant, and properly rated. To prevent outdated or unnecessary endorsements from carrying over, we follow the policy below.

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## 1. Endorsements & Coverage Changes Removed at Renewal (By Insured's Request Only)

Any endorsement or coverage change — including those that impact premium — will **automatically continue** into the next renewal term **unless the insured requests removal**.

To remove endorsements at renewal, the insured must submit a **written request within 60 days of the renewal date**.

This includes, but is not limited to:

- Additional Insured endorsements
- Waiver of Subrogation
- Primary & Non-Contributory endorsements
- Per-project or per-location general aggregate
- Drivers added mid-term
- Any endorsement or coverage change that results in a premium difference

These items must be **re-requested and re-approved** if you want them removed or modified for the new policy term.

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## 2. Changes Cannot Be Removed Mid-Term

Endorsements will **not** be removed during the active policy period unless:

- Required by the insurance carrier **or**
- Requested by the insured **with proof of compliance requirements**

All other removals take place **only at renewal** to ensure:

- No disruption to existing coverage
- Smooth continuity with ongoing contracts
- Accurate rating at renewal

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## 3. Why This Policy Is Important

Commercial endorsements often support:

- Contract requirements
- Job-specific obligations
- Updated operational exposures

Reconfirming these annually ensures:

- Your policy reflects your current business operations
- You are not paying for endorsements you no longer need
- Underwriting receives current, accurate information
- Contractual requirements remain properly documented

This helps protect both your business and your premium investment.

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## 4. What We Need From You at Renewal

To renew your policy accurately and without delays, you may be asked to provide:

- Updated driver lists
- Updated vehicles
- Updated coverages
- Current contracts or certificates requiring endorsements
- Updated business operation details
- Any documentation required by the carrier

Once received, our team will process your renewal endorsements promptly.

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## 5. Our Commitment

We are committed to:

- Reviewing each commercial renewal carefully
- Ensuring all coverage and rating information is accurate
- Helping you determine which endorsements your business needs
- Preventing unnecessary premium increases
- Maintaining compliance with carrier and contractual requirements

**Your protection is our priority — for your family, your business, and your peace of mind.**

