Forms Experts Program

Domain Name: Vehicle Inspection

Document Control Information

Document Information

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| --- | --- |
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1. Functional Domain

Vehcile Inspection

2. Business Justification

***What is Vehicle Inspection***

Some state law requires a physical damage insurance inspection for vehicle with comprehensive and/or collision coverage. This inspection confirms the existence and condition of your vehicle and is intended to reduce fraudulent claims.

***State Specific Forms***

***New Jersey***

***An inspection is required under the following circumstances:***

1. When a new policy is issued for a vehicle having comprehensive and/or collision coverage.

2. When comprehensive and/or collision coverage is added to a vehicle already listed on the policy.

3. When a vehicle having comprehensive and/or collision coverage is added to an existing policy or replaces a vehicle on an existing policy.

**A physical damage inspection is *not* required if:**

1. The vehicle is more than 7 model years old. For example, in 1998 a vehicle built before 1991 does not require a physical damage inspection.

2. The vehicle is new with less than 1,000 miles, is purchased from a franchised dealer, and insured has submitted one of the following waiver documents:

* a copy of the bill of sale containing a full vehicle description including all options and accessories; or
* a copy of the window sticker or dealer shipping invoice showing all itemized options and equipment, the total retail price of the vehicle and any dealer-installed options; or
* the vehicle buyer’s order and/or the dealership invoice to the buyer, including all options and accessories.

***New York***

New York state requires a policyholder to have the vehicle inspected by an independent third party vendor named CARCO within five calendar days of the policy effective date if the vehicle and policy meet a certain criteria.

Any vehicle with comprehensive and/or collision coverage, a model year less than 7 years from the system date, and has been used for more than 3000 miles is a vehicle requiring a photo inspection.Vehicle types include ‘Private Passenger Auto’, ‘Conversion Van’, ‘Motor Home’, ‘Trailer’, and ‘Limited Production/Antique’

3. List of forms covered under the domain

| Form No. | State initials | Form Name | Purpose of the Form |
| --- | --- | --- | --- |
| AAIFNJ1 | NJ | Physical Damage Insurance Inspection Information | Form contains explination and conditions related to Vehicle Inspection Requirements |
| AAIFNJ2 | NJ | Automobile Inspection Authorization – Inspector's Copy | This is the Authorization copy containing details of the Vehicle(s) to be inspected.Needs to be presented at the time of Inspection. |
| AAIFNJ3 | NJ | Acknowledgment Of Requirement For Insurance Inspection | A signature form stating that the Insured needs to get the listed Vehicles inspected otherwise the coverage might be suspended. |
| AAIFNJ4 | NJ | Prior Physical Damage Coverage Inspection Waive | This is a waiver form.It lists out the vehicle which qualify for waiver and the documents to be submitted |
| AAIFNY1 | NY | Notice of Mandatory Photo Inspection Requirement | This Notice serves as a first reminder to get the Vehicle Inspection completed by the due date |
| AAIFNY2 | NY | Final Notice of Mandatory Photo Inspection Requirement | This Notice is the Final reminder for getting the Vehicles inspected |
| AAIFNYB | NY | Confirmation of Physical Damage Coverage-Notice of Mandatory Photo Inspection Requirement | This form contains details of the Physical Damage Coverage for each vehicle and also serves as a Notice to get the Vehicle Inspected |
| AAIFNYC | NY | Confirmation of Suspension of Physical Damage Coverage | The form informs the insured that the Physical Damage Coverage has been suspended since inspection was not completed. |
| AAIFNYD | NY | Acknowledgement of Requirement for Photo Inspection | This is an acknowledgement form signed by the insured, at time of binding, certifying that they have been informed of the requirement to obtain a photo inspection. |
| AAIFNYE | NY | Notice – Copy Of Sales Agreement Required | This is a signature form.By signing the insured confirms that the vehicle is new hence the copy of sales agreement will be submitted. |
| AAIFNYF | NY | Notice – Copy Of Sales Agreement Or Photo Inspection Required | This form is used when a new Vehicle is added and meets the criterion for a request to obtain a copy of the sales agreement or photo inspection is to be completed. |

4. Analysis of Business Requirements

## Common Requirements

*N/A*

## State-specific Requirements (if any)

| Form No. | State initials | Form Name | Form Description and its Business Use |
| --- | --- | --- | --- |
| AAIFNJ1 | NJ | Physical Damage Insurance Inspection Information | * This document explains about the inspection requirements and process * The details of when an Inpection is required and when it is not are provided in this Form. * The form contains static text and is signature is not required. |
| AAIFNJ2 | NJ | Automobile Inspection Authorization | * This form contains details of the Vehicles which are to be inspected. * It needs to be carried along when going for Inspection to CARCO. * It contains two parts – Inspector’s copy and Insured Insured copy * Signature line for Inspector is present |
| AAIFNJ3 | NJ | Acknowledgment Of Requirement For Insurance Inspection | * This form contains details of the Vehicles which are to be inspected. * A signature line is present for Named Insured and Agent along with date * By signing Insured confirm that the coverage will be suspended if the inspection report is not submitted. |
| AAIFNJ4 | NJ | Prior Physical Damage Coverage Inspection Waive | * This document explains about the criteria for Vehicle Inspection waiver * Vehicles qualifying for Waiver are listed * Signature line for Parent Or Legal Guardian is present |
| AAIFNY1 | NY | Notice of Mandatory Photo Inspection Requirement | * This Notice serves as a first reminder to get the Vehicle Inspection completed * Qualifying Vehicles are displayed below the form name * The Inspection due date and the Vehicle details are displayed on the form |
| AAIFNY2 | NY | Final Notice of Mandatory Photo Inspection Requirement | * This Notice serves as the final reminder to get the Vehicle Inspection completed * Qualifying Vehicles are displayed below the form name * The Inspection due date and the Vehicle details are displayed on the form |
| AAIFNYB | NY | Confirmation of Physical Damage Coverage-Notice of Mandatory Photo Inspection Requirement | * Contains details of the Physical Damage Coverage for each vehicle and also serves as a Notice to get the Vehicle Inspected * Qualifying Vehicles are displayed below the form name * The Inspection due date and the Vehicle details are displayed on the form |
| AAIFNYC | NY | Confirmation of Suspension of Physical Damage Coverage | * Form informs the insured that the Physical Damage Coverage has been suspended since inspection was not completed * Qualifying Vehicles are displayed below the form name * The form has coverage details for each Vehicle |
| AAIFNYD | NY | Acknowledgement of Requirement for Photo Inspection | * This is an acknowledgement form signed by the insured, at time of binding * Qualifying Vehicles are displayed below the form name * This is a Signature form |
| AAIFNYE | NY | Notice – Copy Of Sales Agreement Required | * This is a signature form. * By signing the insured confirms that the vehicle is new hence the copy of sales agreement will be submitted * Qualifying Vehicles are displayed below the form name |
| AAIFNYF | NY | Notice – Copy Of Sales Agreement Or Photo Inspection Required | * Used when a new Vehicle is added and meets the criterion for a request to obtain a copy of the sales agreement or photo inspection is to be completed * Qualifying Vehicles are displayed below the form name * Vehicle details are displayed on the Form |

## Related Change Requests (if any)

*N/A.*

* 1. **References to Documents**
  2. Key Understanding of Design requirements, (form wise)

## AAIFNJ1 Physical Damage Insurance Inspection Information

### System/UI Impact

| Page | Yes/No | Page Section |
| --- | --- | --- |
| Forms | | No | * N/A | |
| Documents | | Yes | * Document Available for Printing section * Default button is “Yes” | |
| GODD | | Yes | * Present is “Quote consolidated view” and “Policy consolidated view” | |
| Related UW Rule/Task | | No | * N/A | |

### Impacted Stories

| Type | Story # *(enter story # or N/A if form doesn’t require update to state specific story. Any legacy EKM story #s within the listed combo templates should be included in the story writing analysis)* |
| --- | --- |
| Form Content & Triggers | * 880-742NJ - Consolidated Form Content and Triggers - Physical Damage Insurance Inspection Information - AAIFNJ1 |
| Documents Page | 880-830NJ Consolidated Form Stories - Document Page   * 880-020NJ - Documents page - Printing Field Validation |
| GODD Page | 880-840NJ - Consolidated Form Stories - GODD Page   * 880-220NJ - Documents appearing on GODD page |
| Forms Page | * N/A |
| RFI | * N/A |
| Packet/Print Story | * N/A |

### Signature Rules(if any)

* N/A

### Document Content and Applicable Triggers

* **@Bind/Quote** – Document is always available at Bind/Quote
* **@ New Business**

- The form does not generate as part of NB Packet

- Form does not attach to the DEC Page

* **@Amendment**

- If a newly added or replacement vehicle with Physical damage (COMP and/or COLL) is endorsed via a mid-term endorsement transaction then system generate and include in the Amendment Packet

- Form number does not attach to the Amended DEC Page.

* **@Renewal**

- Form does not generate as part of Renewal offer packet

- Form number does not attach on the Renewal DEC page

### Key pointers to keep in mind

* A field for Less than 1000 miles was added on Vehicle page.If a vehicle has model year of less than 7 years then this filed appears and has values Yes and No.It is defaulted to “No”

## AAIFNJ2 Automobile Inspection Authorization

### System/UI Impact

| Page | Yes/No | Page Section |
| --- | --- | --- |
| Forms | | No | * N/A | |
| Documents | | Yes | * Document Available for Printing section * Default button is “Yes” | |
| GODD | | Yes | * Present is “Quote consolidated view” and “Policy consolidated view” | |
| Related UW Rule/Task | | No | * N/A | |

### Impacted Stories

| Type | Story # *(enter story # or N/A if form doesn’t require update to state specific story. Any legacy EKM story #s within the listed combo templates should be included in the story writing analysis)* |
| --- | --- |
| Form Content & Triggers | * 880-743NJ - Consolidated Form Content and Triggers - Automobile Inspection Authorization - AAIFNJ2 |
| Documents Page | 880-830NJ Consolidated Form Stories - Document Page   * 880-023NJ - Documents Page – Business Rules – Documents available for printing section |
| GODD Page | 880-840NJ - Consolidated Form Stories - GODD Page   * 880-220NJ - Documents appearing on GODD page * 880-221NJ - Available documents - Business rules |
| Forms Page | * N/A |
| RFI | * N/A |
| Packet/Print Story | * N/A |

### Signature Rules(if any)

* N/A

### Document Content and Applicable Triggers

* **@Quote**

– Document is always available at Quote

- All the insured relavent details will be populated by the system

- All the Vehicles will be displayed under the form and user selects Vehicle required inspection

- Vehicles will be displayed in Year Make Model format

- If there are more then four (4) qualifying vehicles then system will produce a second document with the excess vehicles listed

* **@ New Business**

- The form does not generate as part of NB Packet

- Form does not attach to the DEC Page

* **@Amendment**

- The form does not generate as part of Amendment Packet

- Form number does not attach to the Amended DEC Page.

* **@Renewal**

- Form does not generate as part of Renewal offer packet

- Form number does not attach on the Renewal DEC page

### Key pointers to keep in mind

* List of all the Vehicles will be displayed below the form name on GODD Page and Documents Page.
* User can select the radio buttons for the Vehicles which require inspection

## AAIFNJ3 Acknowledgment Of Requirement For Insurance Inspection

### System/UI Impact

| Page | Yes/No | Page Section |
| --- | --- | --- |
| Forms | | No | * N/A | |
| Documents | | Yes | * Document Available for Printing section * Default button is “Yes” * Required to Bind * Default Button is “Yes” | |
| GODD | | Yes | * Present is “Quote consolidated view” and “Policy consolidated view” | |
| Related UW Rule/Task | | Yes | * Rule # 200200 is fired when No is selected in Required to Issue sub-section for CARCO Vehicle Inspection completed or “Prior Physical Damage Coverage Inspection Waiver” received for the following vehicle | |

### Impacted Stories

| Type | Story # *(enter story # or N/A if form doesn’t require update to state specific story. Any legacy EKM story #s within the listed combo templates should be included in the story writing analysis)* |
| --- | --- |
| Form Content & Triggers | * 880-744NJ - Consolidated Form Content and Triggers - Acknowledgement of Requirement for Insurance Inspection - AAIFNJ3 |
| Documents Page | 880-830NJ Consolidated Form Stories - Document Page   * 880-024NJ - Documents page - Business Rules - Required for bind section * 880-023NJ - Documents Page – Business Rules – Documents available for printing section * 880-030NJ - Documents Page - Continue Button Rules * 880-029NJ - Tasks and Override Rules |
| GODD Page | 880-840NJ - Consolidated Form Stories - GODD Page   * 880-220NJ - Documents appearing on GODD page * 880-221NJ - Available documents - Business rules |
| Forms Page | * N/A |
| RFI | Items Requiring your Signature Section   * “Acknowledgement of Requirement For Photo Inspection” will be displayed if No is selected in the Required to Bind sub section. |
| Packet/Print Story | * N/A |

### Signature Rules(if any)

* The insured needs to sign this form

### Document Content and Applicable Triggers

* **@Bind**

– Document is always available at Bind

- All the insured relavent details will be populated by the system

- All the Vehicles will be displayed under the form and user selects Vehicle required inspection

- Vehicles will be displayed in Year Make Model format

- If there are more then four (4) qualifying vehicles then system will produce a second document with the excess vehicles listed

* **@ New Business**

- The form does not generate as part of NB Packet

- Form does not attach to the DEC Page

* **@Amendment**

- The form does not generate as part of Amendment Packet

- Form number does not attach to the Amended DEC Page.

* **@Renewal**

- Form does not generate as part of Renewal offer packet

- Form number does not attach on the Renewal DEC page

### Key pointers to keep in mind

* List of all the Vehicles will be displayed below the form name on GODD Page and Documents Page.
* User can select the radio buttons for the Vehicles which require inspection

## AAIFNJ4 Prior Physical Damage Coverage Inspection Waiver

### System/UI Impact

| Page | Yes/No | Page Section |
| --- | --- | --- |
| Forms | | Yes | * N/A | |
| Documents | | No | * Document Available for Printing section * Default button is “Yes” * Required to Bind * Default Button is “Yes” | |
| GODD | | No | * Present is “Quote consolidated view” and “Policy consolidated view” | |
| Related UW Rule/Task | | No | * Rule # 200200 is fired when No is selected for CARCO Vehicle Inspection completed or “Prior Physical Damage Coverage Inspection Waiver” received for the following vehicle | |

### Impacted Stories

| Type | Story # *(enter story # or N/A if form doesn’t require update to state specific story. Any legacy EKM story #s within the listed combo templates should be included in the story writing analysis)* |
| --- | --- |
| Form Content & Triggers | * 880-745NJ - Consolidated Form Content and Triggers - Prior Physical Damage Coverage Inspection Waiver - AAIFNJ4 |
| Documents Page | 880-830NJ Consolidated Form Stories - Document Page   * 880-024NJ - Documents page - Business Rules - Required for bind section * 880-023NJ - Documents Page – Business Rules – Documents available for printing section * 880-030NJ - Documents Page - Continue Button Rules * 880-029NJ - Tasks and Override Rules |
| GODD Page | 880-840NJ - Consolidated Form Stories - GODD Page   * 880-220NJ - Documents appearing on GODD page * 880-221NJ - Available documents - Business rules |
| Forms Page | * N/A |
| RFI | * N/A |
| Packet/Print Story | * N/A |

### Signature Rules(if any)

* N/A

### Document Content and Applicable Triggers

* **@Quote**

– Document is always available at Quote

- All the insured relavent details will be populated by the system

- All the Vehicles will be displayed under the form and user selects Vehicle qualify for waiver

- Vehicles will be displayed in Year Make Model format

- If there are more then four (4) qualifying vehicles then system will produce a second document with the excess vehicles listed

* **@ New Business**

- The form does not generate as part of NB Packet

- Form does not attach to the DEC Page

* **@Amendment**

- The form does not generate as part of Amendment Packet

- Form number does not attach to the Amended DEC Page.

* **@Renewal**

- Form does not generate as part of Renewal offer packet

- Form number does not attach on the Renewal DEC page

### Key pointers to keep in mind

* List of all the Vehicles will be displayed below the form name on GODD Page and Documents Page.
* User can select the radio buttons for the Vehicles which qualify for waiver

## AAIFNY1 Notice of Mandatory Photo Inspection Requirement

### System/UI Impact

| Page | Yes/No | Page Section |
| --- | --- | --- |
| Forms | | No | * N/A | |
| Documents | | Yes | * Document Available for Printing section * Default button is “Yes” | |
| GODD | | Yes | * Present is “Policy consolidated view” | |
| Related UW Rule/Task | | No | * N/A | |

### Impacted Stories

| Type | Story # *(enter story # or N/A if form doesn’t require update to state specific story. Any legacy EKM story #s within the listed combo templates should be included in the story writing analysis)* |
| --- | --- |
| Form Content & Triggers | * 880-742NY - Consolidated Form Content & Triggers - Notice of Mandatory Photo Inspection Requirement |
| Documents Page | * 880-830 Consolidated Form Stories - Documents Page |
| GODD Page | * 880-840 Consolidated Form Stories - GODD Page |
| Forms Page | * N/A |
| RFI | * N/A |
| Packet/Print Story | * N/A |

### Signature Rules(if any)

* N/A

### Document Content and Applicable Triggers

**@Quote** – Document is not applicable at time of quote/bind.Not included in Application Packet

**@ New Business**

- Document is not generated as part of New Business Packet

- Form number does not attach on the New Business DEC Page

**@Amendment**

- Document is not generated as pat of Amendment Packet

- Form number does not attach on the Amended DEC Page

**@Renewal**

- Document is not generated as part of the Renewal Offer Packet

- Form number does not attach on the Renewal DEC

### Key pointers to keep in mind

* Underwriting must mail a notice at least 33 days in advance of the annual renewal effective date to advise the insured of action that may be taken

## AAIFNY2 Final Notice of Mandatory Photo Inspection Requirement

### System/UI Impact

| Page | Yes/No | Page Section |
| --- | --- | --- |
| Forms | | No | * N/A | |
| Documents | | Yes | * Document Available for Printing section * Default button is “Yes” | |
| GODD | | Yes | * Present is “Policy consolidated view” | |
| Related UW Rule/Task | | No | * N/A | |

### Impacted Stories

| Type | Story # *(enter story # or N/A if form doesn’t require update to state specific story. Any legacy EKM story #s within the listed combo templates should be included in the story writing analysis)* |
| --- | --- |
| Form Content & Triggers | * 880-743NY - Consolidated Form Content & Triggers - Final Notice of Mandatory Photo Inspection Requirement |
| Documents Page | * 880-830 Consolidated Form Stories - Documents Page |
| GODD Page | * 880-840 Consolidated Form Stories - GODD Page |
| Forms Page | * N/A |
| RFI | * N/A |
| Packet/Print Story | * N/A |

### Signature Rules(if any)

* N/A

### Document Content and Applicable Triggers

**@Quote** – Document is not applicable at time of quote/bind.Not included in Application Packet

**@ New Business**

- Document is not generated as part of New Business Packet

- Form number does not attach on the New Business DEC Page

**@Amendment**

- Document is not generated as pat of Amendment Packet

- Form number does not attach on the Amended DEC Page

**@Renewal**

- Document is not generated as part of the Renewal Offer Packet

- Form number does not attach on the Renewal DEC

### Key pointers to keep in mind

* If requested information has not been received, no later than 20 days after the renewal date, then system generate this form

## AAIFNYB Confirmation of Physical Damage Coverage - Notice of Mandatory Photo Inspection Requirement

### System/UI Impact

| Page | Yes/No | Page Section |
| --- | --- | --- |
| Forms | | No | * N/A | |
| Documents | | Yes | * Document Available for Printing section * Default button is “Yes” | |
| GODD | | Yes | * Present is “Policy consolidated view” | |
| Related UW Rule/Task | | No | * N/A | |

### Impacted Stories

| Type | Story # *(enter story # or N/A if form doesn’t require update to state specific story. Any legacy EKM story #s within the listed combo templates should be included in the story writing analysis)* |
| --- | --- |
| Form Content & Triggers | * 880-743NY - Consolidated Form Content & Triggers - Final Notice of Mandatory Photo Inspection Requirement |
| Documents Page | * 880-830 Consolidated Form Stories - Documents Page |
| GODD Page | * 880-840 Consolidated Form Stories - GODD Page |
| Forms Page | * N/A |
| RFI | * N/A |
| Packet/Print Story | * N/A |

### Signature Rules(if any)

* N/A

### Document Content and Applicable Triggers

* **@Bind**

– Document is available on the Documents Page at all times for selection

* **@ New Business**

- Document is not generated as part of New Business Packet

- Form number does not attach on the New Business DEC Page

* **@Amendment**

- Document is not generated as part of Amendment Packet

- Form number does not attach on the Amended DEC Page

* **@Renewal**

- Document is not generated as part of the Renewal Offer Packet

- Form number does not attach on the Renewal DEC

### Key pointers to keep in mind

* Inspection Form B (Confirmation of Physical Damage Coverage and Inspection Requirements) applies to vehicles less than seven (7) years old
* UW generated every time a qualified vehicle with COMP and/or COLL is added OR COMP and/or COLL is added to a vehicle

## AAIFNYC Confirmation of Suspension of Physical Damage Coverage

### System/UI Impact

| Page | Yes/No | Page Section |
| --- | --- | --- |
| Forms | | No | * N/A | |
| Documents | | Yes | * Document Available for Printing section * Default button is “Yes” | |
| GODD | | Yes | * Present is “Policy consolidated view” | |
| Related UW Rule/Task | | No | * N/A | |

### Impacted Stories

| Type | Story # *(enter story # or N/A if form doesn’t require update to state specific story. Any legacy EKM story #s within the listed combo templates should be included in the story writing analysis)* |
| --- | --- |
| Form Content & Triggers | * 880-752 - Consolidated Form Content and Triggers - Confirmation of Suspension of Physical Damage Coverage (AAIFNYC) |
| Documents Page | * 880-830 Consolidated Form Stories - Documents Page |
| GODD Page | * 880-840 Consolidated Form Stories - GODD Page |
| Forms Page | * N/A |
| RFI | * N/A |
| Packet/Print Story | * N/A |

### Signature Rules(if any)

* N/A

### Document Content and Applicable Triggers

* **@Bind** – Document is not applicable at time of quote/bind
* **@ New Business**

- Document is not generated as part of New Business Packet

- Form number does not attach on the New Business DEC Page

* **@Amendment**

- Document is not generated as part of Amendment Packet

- Form number does not attach on the Amended DEC Page

* **@Renewal**

- Document is not generated as part of the Renewal Offer Packet

- Form number does not attach on the Renewal DEC

### Key pointers to keep in mind

* Inspection Form C (Suspension of Physical Damage Coverage) applies when Underwriting has not received the vehicle inspection form by the due date

## AAIFNYD Acknowledgement of Requirement for Photo Inspection

### System/UI Impact

| Page | Yes/No | Page Section |
| --- | --- | --- |
| Forms | | No | * N/A | |
| Documents | | Yes | * Required to Bind Section * Default button selected is “Not Signed” * Document Available for Printing section * Default button is “Yes” | |
| GODD | | Yes | * Present is “Quote consolidated view” and “Policy consolidated view” | |
| Related UW Rule/Task | | Yes | * UW Rule 200200/Task 200200T related if Document value is “Not Signed” in “Required to Bind” section fo ‘Documents Page’ | |

### Impacted Stories

| Type | Story # *(enter story # or N/A if form doesn’t require update to state specific story. Any legacy EKM story #s within the listed combo templates should be included in the story writing analysis)* |
| --- | --- |
| Form Content & Triggers | * 880-753NY - Acknowledgement of Requirement for Photo Inspection (AAIFNYD) |
| Documents Page | 880-830NY Consolidated Form Stories - Document Page   * 880-024NY - Documents page - Business Rules - Required for bind section * 880-023NY - Documents Page – Business Rules – Documents available for printing section * 880-030NY - Documents Page - Continue Button Rules * 880-029NY - Tasks and Override Rules * 580-028NY - Override Rules - Documents Page |
| GODD Page | 880-840NY Consolidated Form Stories - GODD Page   * 880-220NY - Documents appearing on GODD page * 880-221NY - Available documents-Business rules |
| Forms Page | * N/A |
| RFI | 880-860NY Consolidated Form Stories – RFI   * 880-063NY - RFI Document Production |
| Packet/Print Story | 880-880NY Consolidated Form Stories - PRINTED Forms - Packets - Sequence - DCS mapping - BFC specs   * 880-199NY - Endorsement |

### Signature Rules(if any)

* This is a signature form.

### Document Content and Applicable Triggers

* **@Bind**

– If a vehcile is less that 7 years old and has COMP and/or COLL make document available on both the Document and GODD Page for local print

- System will calculate the “Inspection Must Be Completed By” date as 5 days after the effective date of coverage

- Copy of notice must be sent to lienholder, additional interest and/or certificate holder if applicable

* **@ New Business**

- Document is not generated as part of New Business Packet

- Form number does not attach on the New Business DEC Page

* **@Amendment**

- If a qualifying vehicle is added via a mid-term endorsement transaction wih COMP and/or COLL then system genetate form and include in the Amendment packet.

- If a qualifying vehicle has COMP and/or COLL added via a mid-term endorsement transaction, then system genetate form and include in the Amendment packet.

* **@Renewal**

- Document is not generated as part of the Renewal Offer Packet

- Form number does not attach on the Renewal DEC

### Key pointers to keep in mind

* Inspection Form D (Acknowledgement of Requirements For Photo Inspection) is an acknowledgement form signed by the insured, at time of binding, certifying that they have been informed of the requirement to obtain a photo inspection

## AAIFNYE Notice – Copy of Sales Agreement Required

### System/UI Impact

| Page | Yes/No | Page Section |
| --- | --- | --- |
| Forms | | No | * N/A | |
| Documents | | Yes | * Required to Bind Section * Default button selected is “Not Signed” * Document Available for Printing section * Default button is “Yes” | |
| GODD | | Yes | * Present is “Quote consolidated view” and “Policy consolidated view” | |
| Related UW Rule/Task | | No | * UW Rule 200200/Task 200200T related if Document value is “Not Signed” in “Required to Bind” section fo ‘Documents Page’ | |

### Impacted Stories

| Type | Story # *(enter story # or N/A if form doesn’t require update to state specific story. Any legacy EKM story #s within the listed combo templates should be included in the story writing analysis)* |
| --- | --- |
| Form Content & Triggers | 880-754NY - Consolidated Form Content and Triggers - Notice – Copy of Sales Agreement Required (AAIFNYE) |
| Documents Page | 880-830NY Consolidated Form Stories - Document Page   * 880-024NY - Documents page - Business Rules - Required for bind section * 880-023NY - Documents Page – Business Rules – Documents available for printing section * 880-030NY - Documents Page - Continue Button Rules * 880-029NY - Tasks and Override Rules   580-028NY - Override Rules - Documents Page |
| GODD Page | 880-840NY Consolidated Form Stories - GODD Page   * 880-220NY - Documents appearing on GODD page * 880-221NY - Available documents-Business rules |
| Forms Page | * N/A |
| RFI | 880-860NY Consolidated Form Stories – RFI   * 880-063NY - RFI Document Production |
| Packet/Print Story | 880-880NY Consolidated Form Stories - PRINTED Forms - Packets - Sequence - DCS mapping - BFC specs   * 880-199NY - Endorsement |

### Signature Rules(if any)

* This is a signature form.

### Document Content and Applicable Triggers

* **@Quote/Bind** – Document is available always on the Document and/or GODD pages for local print and/or elected method of delivery to applicant/insured
* **@ New Business**

- Document is not generated as part of New Business Packet

- Form number does not attach on the New Business DEC Page

* **@Amendment**

- Document is not generated as part of Amendment Packet

- Form number does not attach on the Amended DEC Page

* **@Renewal**

- Document is not generated as part of the Renewal Offer Packet

- Form number does not attach on the Renewal DEC

### Key pointers to keep in mind

This notice is used to request a copy of the sales agreement [Bill of Sale] for the car(s) indicated if not received at time of bind.

## AAIFNYF Notice – Copy Of Sales Agreement Or Photo Inspection Required

### System/UI Impact

| Page | Yes/No | Page Section |
| --- | --- | --- |
| Forms | | No | * N/A | |
| Documents | | Yes | * Document Available for Printing section * Default button is “Yes” | |
| GODD | | Yes | * Present is “Policy consolidated view” | |
| Related UW Rule/Task | | No | * N/A | |

### Impacted Stories

| Type | Story # *(enter story # or N/A if form doesn’t require update to state specific story. Any legacy EKM story #s within the listed combo templates should be included in the story writing analysis)* |
| --- | --- |
| Form Content & Triggers | * 880-755NY - Consolidated Form Content and Triggers - Notice – Copy of Sales Agreement Required or Photo Inspection Required (AAIFNYF) |
| Documents Page | 880-830NY Consolidated Form Stories - Document Page   * 880-023NY - Documents Page – Business Rules – Documents available for printing section |
| GODD Page | 880-840NY Consolidated Form Stories - GODD Page   * 880-220NY - Documents appearing on GODD page * 880-221NY - Available documents-Business rules |
| Forms Page | * N/A |
| RFI | 880-860NY Consolidated Form Stories – RFI |
| Packet/Print Story | 880-880NY Consolidated Form Stories - PRINTED Forms - Packets - Sequence - DCS mapping - BFC specs   * 880-199NY - Endorsement |

### Signature Rules(if any)

* N/A

### Document Content and Applicable Triggers

* **@Bind** – Document is **not** applicable at time of bind.
* **@ New Business**

- Document is not generated as part of New Business Packet

- Form number does not attach on the New Business DEC Page

* **@Amendment**

- If a qualifying vehicle is added via a mid-term endorsement transaction wherea sales agreement

or photo inspection is required, then system generate as per user request.

- Form will be included in the Amended DEC packet

- Form number does not attach on the Amended DEC Page

* **@Renewal**

- Document is not generated as part of the Renewal Offer Packet

- Form number does not attach on the Renewal DEC

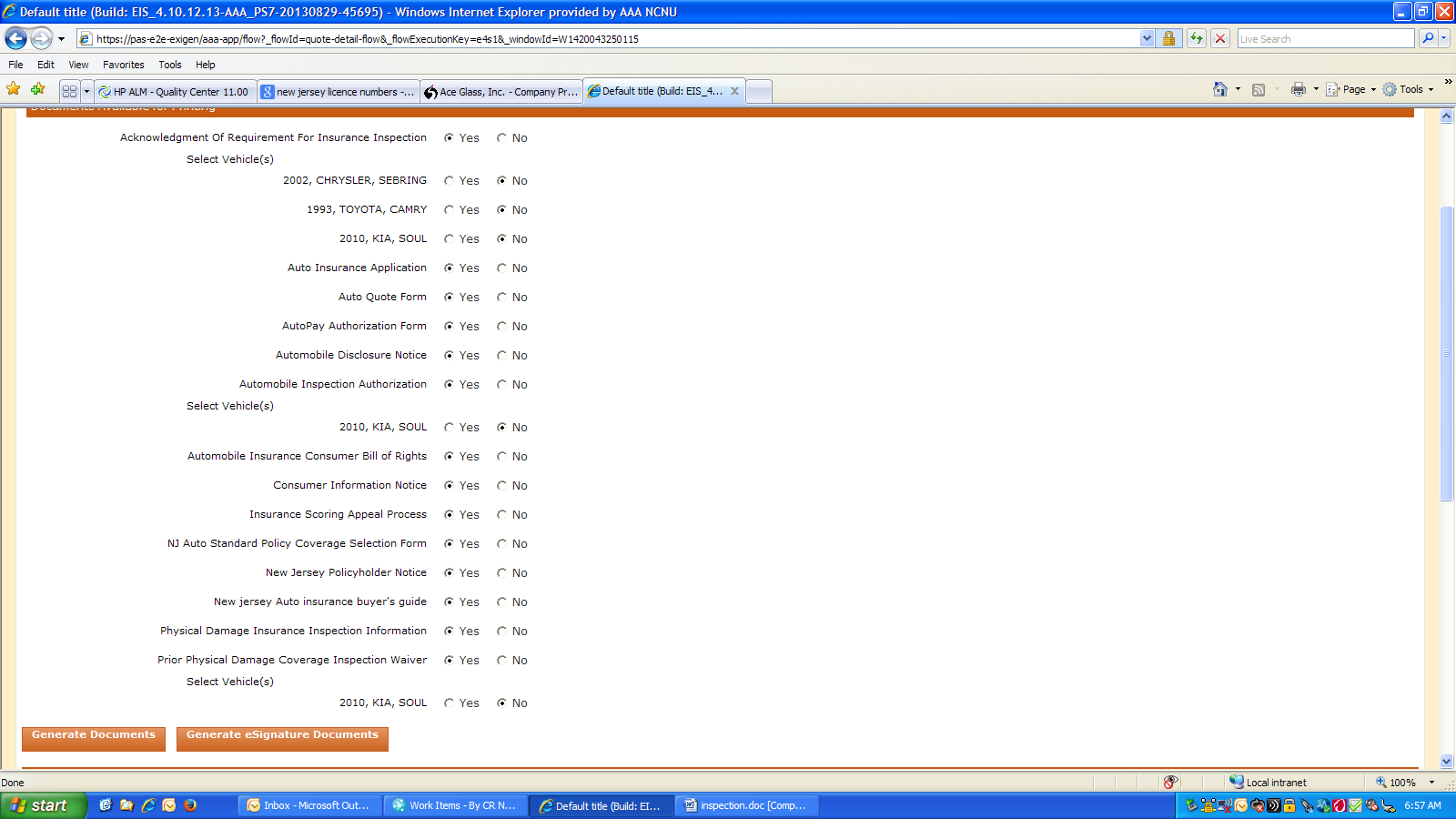
### Key pointers to keep in mind

* This notice is used when a vehicle is newly added and meets the criterion for a request to obtain a copy of the sales agreement [Bill of Sale] OR photos
  1. References to Documents

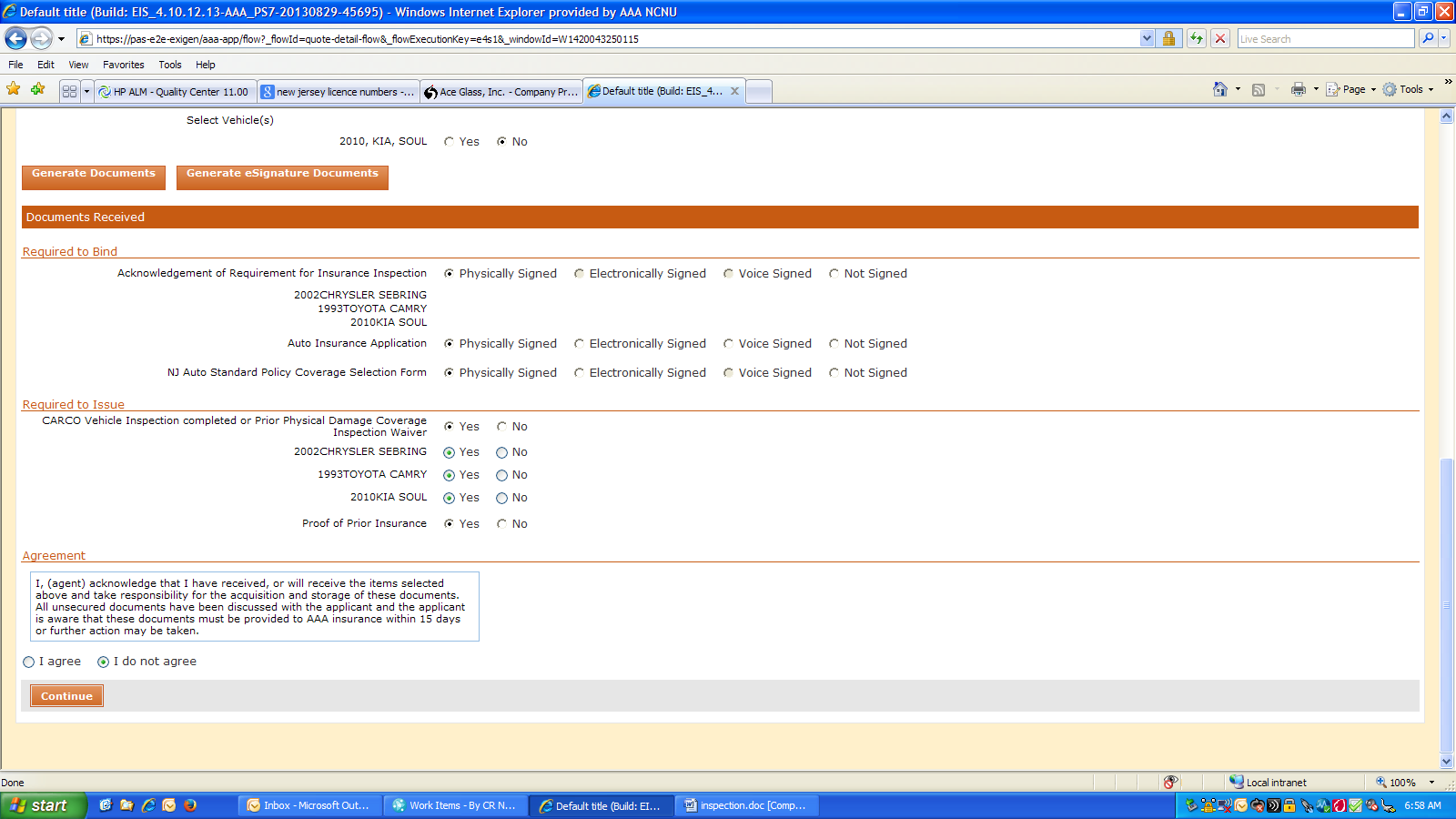
| Document Links | Assessment Links |
| --- | --- |
| [**AAIFNJ1**](https://ekm1.stage.exigengroup.com/EKMWiki/index.php/880-742NJ_-_Consolidated_Form_Content_and_Triggers_-_Physical_Damage_Insurance_Inspection_Information_-_AAIFNJ1) | [NJF37 AAIFNJ1 Physical Damage Insurance Inspection Information](https://ekm1.stage.exigengroup.com/EKMWiki/index.php/NJF37_AAIFNJ1_Physical_Damage_Insurance_Inspection_Information) |
| [**AAIFNJ2**](https://ekm1.stage.exigengroup.com/EKMWiki/index.php/880-743NJ_-_Consolidated_Form_Content_and_Triggers_-_Automobile_Inspection_Authorization_-_AAIFNJ2) | [NJF38 AAIFNJ2 Automobile Inspection Authorization](https://ekm1.stage.exigengroup.com/EKMWiki/index.php/NJF38_AAIFNJ2_Automobile_Inspection_Authorization) |
| [**AAIFNJ3**](https://ekm1.stage.exigengroup.com/EKMWiki/index.php/880-744NJ_-_Consolidated_Form_Content_and_Triggers_-_Acknowledgement_of_Requirement_for_Insurance_Inspection_-_AAIFNJ3) | [NJF39 AAIFNJ3 Acknowledgement of Requirement for Insurance Inspection](https://ekm1.stage.exigengroup.com/EKMWiki/index.php/NJF39_AAIFNJ3_Acknowledgement_of_Requirement_for_Insurance_Inspection) |
| [**AAIFNJ4**](https://ekm1.stage.exigengroup.com/EKMWiki/index.php/880-745NJ_-_Consolidated_Form_Content_and_Triggers_-_Prior_Physical_Damage_Coverage_Inspection_Waiver_-_AAIFNJ4) | [NJF40 AAIFNJ4 Prior Physical Damage Coverage Inspection Waiver](https://ekm1.stage.exigengroup.com/EKMWiki/index.php/NJF40_AAIFNJ4_Prior_Physical_Damage_Coverage_Inspection_Waiver) |
| [**AAIFNY1**](https://ekm1.stage.exigengroup.com/EKMWiki/index.php/880-742NY_-_Consolidated_Form_Content_and_Triggers_-_Notice_of_Mandatory_Photo_Inspection_Requirement_-_AAIFNY1) | [NYF37 AAIFNY1 Notice of Mandatory Photo Inspection Requirement](https://ekm1.stage.exigengroup.com/EKMWiki/index.php/NYF37_AAIFNY1_Notice_of_Mandatory_Photo_Inspection_Requirement) |
| [**AAIFNY2**](https://ekm1.stage.exigengroup.com/EKMWiki/index.php/880-743NY_-_Consolidated_Form_Content_and_Triggers_-_Final_Notice_of_Mandatory_Photo_Inspection_Requirement_-_AAIFNY2) | [NYF38 AAIFNY2 Final Notice of Mandatory Photo Inspection Requirement](https://ekm1.stage.exigengroup.com/EKMWiki/index.php/NYF38_AAIFNY2_Final_Notice_of_Mandatory_Photo_Inspection_Requirement) |
| [**AAIFNYB**](https://ekm1.stage.exigengroup.com/EKMWiki/index.php/880-751NY_-_Consolidated_Form_Content_and_Triggers_-_Confirmation_of_Physical_Damage_Coverage_Notice_of_Mandatory_Photo_Inspection_Requirement_-_AAIFNYB) | [NYF39 AAIFNYB Confirmation of Physical Damage Coverage Notice of Mandatory Photo Inspection Requirement](https://ekm1.stage.exigengroup.com/EKMWiki/index.php/NYF39_AAIFNYB_Confirmation_of_Physical_Damage_Coverage_Notice_of_Mandatory_Photo_Inspection_Requirement) |
| [**AAIFNYC**](https://ekm1.stage.exigengroup.com/EKMWiki/index.php/880-752NY_-_Consolidated_Form_Content_and_Triggers_-_Confirmation_of_Suspension_of_Physical_Damage_Coverage_-_AAIFNYC) | [NYF40 AAIFNYC Confirmation of Suspension of Physical Damage Coverage](https://ekm1.stage.exigengroup.com/EKMWiki/index.php/NYF40_AAIFNYC_Confirmation_of_Suspension_of_Physical_Damage_Coverage) |
| [**AAIFNYD**](https://ekm1.stage.exigengroup.com/EKMWiki/index.php/880-753NY_-_Consolidated_Form_Content_and_Triggers_-_Acknowledgement_of_Requirement_for_Photo_Inspection_-_AAIFNYD) | [NYF41 AAIFNYD Acknowledgement of Requirement for Photo Inspection](https://ekm1.stage.exigengroup.com/EKMWiki/index.php/NYF40_AAIFNYC_Confirmation_of_Suspension_of_Physical_Damage_Coverage) |
| [**AAIFNYE**](https://ekm1.stage.exigengroup.com/EKMWiki/index.php/880-754NY_-_Consolidated_Form_Content_and_Triggers_-_Notice_%E2%80%93_Copy_of_Sales_Agreement_Required_-_AAIFNYE) | [NYF42 AAIFNYE Notice – Copy of Sales Agreement Required](https://ekm1.stage.exigengroup.com/EKMWiki/index.php/NYF42_AAIFNYE_Notice_%E2%80%93_Copy_of_Sales_Agreement_Required) |
| [**AAIFNYF**](https://ekm1.stage.exigengroup.com/EKMWiki/index.php/880-755NY_-_Consolidated_Form_Content_and_Triggers_-_Notice_%E2%80%93_Copy_of_Sales_Agreement_Required_or_Photo_Inspection_Required_-_AAIFNYF) | [NYF43 AAIFNYF Notice – Copy of Sales Agreement Required or Photo Inspection Required](https://ekm1.stage.exigengroup.com/EKMWiki/index.php/NYF43_AAIFNYF_Notice_%E2%80%93_Copy_of_Sales_Agreement_Required_or_Photo_Inspection_Required) |

* 1. Reference Screenshots

Documents Page – Documents Available for Printing Section



Documents Page – Required to Bind



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