

November 14, 2014



# A Message from Underwriting

Effective immediately, any and all new buildings to be added after the renewal date (July 1) must first be inspected by Loss Control.

Please also remember that the completed New Building Form with the complete COPE data must be obtained as well.

In order to proceed, NJSIG will need the district's name, contact name, contact info, broker's name and address and a description of the building to be added.

Please let us know if you have any questions.

## Member Services

### Lisa White

Member Services Manager

#### Ivy Davis

Sr. Member Services Representative

#### Debra Rice

Sr. Member Services Representative

#### Keith Skeba

Member Services Training Supervisor

#### **Carla Holloway**

Member Services CSR

#### **Lauren Schilling**

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For More Information:

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www.njsig.org