# Auto repair shop insurance review checklist

## Gather the shop details

A starting point for auto repair, body and specialty shops in Carlsbad, San Diego County and California. Use the boxes to track what is ready and note questions for the broker.

Business: _____ Review date: _____

### 1. Services

- ☐ Mechanical, body, paint, tire, glass or specialty work
- ☐ ADAS calibration, EV/hybrid service and performance work
- ☐ Towing, shuttle or parts delivery
- ☐ Sublet vendors and their certificates

### 2. Customer vehicles and equipment

- ☐ Number of bays and peak customer vehicles on site
- ☐ Overnight storage, fencing and key control
- ☐ Lifts, scanners, booths and tool values; who owns technician tools
- ☐ Intake photos and scan-report procedures

### 3. People and history

- ☐ Payroll by duty: technicians, porters, office
- ☐ Shop vehicles and drivers
- ☐ Current policies and garagekeepers form
- ☐ Five years of loss runs

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## Questions and documents for the review

Bring these to the conversation. An inquiry does not bind or change coverage.

### 4. Questions to ask

- ☐ What is my garagekeepers limit per location and per vehicle?
- ☐ How are cars covered while at a sublet vendor?
- ☐ Is ADAS calibration or EV work restricted?
- ☐ Is equipment breakdown included?

### 5. Documents to have ready

- ☐ Current declarations and endorsements
- ☐ Vendor agreements and certificates
- ☐ Tool and equipment schedule
- ☐ Safety and test-drive procedures