

# Producer Brokerage Agreement Instructions



**Thank you for your interest in NFS Edge® products!**

Please complete the Producer Brokerage Agreement using the instructions below.

## Agreement Instructions:

### Page 1

- Insert agency name and domicile state in the designated fields.

### Page 4

- Obtain signature of officer, managing member, or owner.
- Insert date of signature.
- Insert printed name of signer.
- Insert title of signer. Title **can not** be “Agent.” Title placed in this section must be that of an officer, managing member or owner.
- Submit copy of agency license and list of agents/producers for all states that you intend to write business. If you do not have an agency license please remit a copy of your agent license. Exception - FL and ID it is a state requirement to submit copies of **both** agency and agent licenses.
- Submit verification of E&O coverage. All legal entities need to be listed on the document.
- Attach list of corporate officers, managing members or owners, along with their titles and office addresses.
- Answer ‘Yes’ or ‘No’ to disclosure, and provide explanatory document if answer is ‘Yes.’

### Page 5

- Complete all requested information.

### Page 6

- Complete requested information.

### W-9

- Complete and return the signed and dated W-9. If limited liability company (LLC), enter the tax classification type.

## Supporting Document Checklist:

- Copies of agency licenses
- List of agent/producer contacts
- Copy of E&O verification
- List of office addresses for which this agreement is applicable
- List of corporate officers, managing members or owners, along with titles and contact information
- Explanatory document if answer to page 4 disclosure question is ‘Yes’
- Signed and dated W-9 form

## Questions?

We are here to help!  
Please feel free to call: **888.281.0684**  
[www.nfsedgeinsurance.com](http://www.nfsedgeinsurance.com)

## Private Flood Insurance Availability

The Producer Brokerage Agreement includes multiple private flood insurance products offered through NFS Edge Insurance Agency, Inc. Access to these products can vary based on your WYO authorization. These products may be limited to territories outside your quoting area. As new products and territories become available, your agency will be given access to them via the NFS Edge platform.

## Next Steps

Upon acceptance of your returned Agreement and documents, we will activate your agency in our system and email you your agency number. Please share this agency number with the producers and staff members in your office that will be quoting coverage so they will be able to access the NFS Edge products.

- Scan and email the Agreement and supporting documentation to:  
[NFSEdgecontracts@nationalfloodservices.com](mailto:NFSEdgecontracts@nationalfloodservices.com)

