

Real Estate & Property Management

Workers' Compensation • General Liability • NCCI & ISO



Please have these documents ready **before your audit appointment** — whether conducted by phone, Zoom, or in person. Having everything organized in advance helps ensure your audit is completed accurately and efficiently, and reduces the likelihood of follow-up requests or premium adjustments after the fact.

If you have any questions or need further clarification, we recommend reaching out to your assigned auditor first. If additional assistance is needed, our team is happy to help — call **251-270-0110**, email Service@AcceleratePremiumAudit.com, or visit AcceleratePremiumAudit.com

WC Workers' Comp only **GL** General Liability only No tag = Both

1 Payroll & Employee Records

Federal & State Tax Documents

- 941 Quarterly Payroll Tax Returns — all 4 quarters **WC**
- 940 Annual Federal Unemployment Return (FUTA) **WC**
- W-2 / W-3 Transmittal for all employees **WC**
- 1099-NEC / 1099-MISC for all subcontractors **WC**
- State Quarterly Wage Reports (SUI/SUTA) for every state where employees worked **WC**
- State business/contractor license numbers for all applicable states

Payroll Detail — Must Be System-Generated (ADP, Paychex, QuickBooks, etc.)

- Payroll register by employee: name, job duties / class code, gross wages, state worked
- Overtime premium broken out separately from base OT wages
NCCI allows the OT premium (extra 50%) to be excluded from rated payroll — only if your report separates it.
- Officer / owner wages listed separately with ownership % and inclusion/exclusion election status
Needed to apply NCCI officer min/max payroll limits, or to remove excluded officers from rated payroll entirely.

■ Document Hierarchy — If system-generated reports aren't available: Tier 1 (Preferred): ADP / Paychex / QuickBooks / Sage | Tier 2: Excel or handwritten + business bank statements | Tier 3 (Last resort): Personal bank statements only if all funds run through a personal account

2 Financial Records

- Profit & Loss Statement for the full policy period
GAAP-compliant, system-generated or CPA-prepared. **WC**
- If no P&L: signed federal tax return (1120, 1120-S, 1065, or Schedule C) **WC**
- If no tax return: complete business bank statements for all accounts **WC**
- If no business bank statements: personal bank statements (last resort only) **WC**

WHY WE NEED THE P&L: We cross-check payroll totals, verify subcontractor payments, and confirm the gross revenue figure used as your GL exposure base.

3 Subcontractor Documents

■ Any subcontractor WITHOUT a valid COI will have their labor charged to YOUR policy at your rates. Collect COIs before work begins — not at audit time.

- COI for every subcontractor — policy dates must cover dates they worked for you
Must show active WC coverage. Your company listed as Certificate Holder.
- Subcontractor invoices or contracts showing dates and scope of work
- 1099-NEC issued to each subcontractor
- OCIP/CCIP wrap-up enrollment letters if any project was covered under a wrap-up
Wrap-up labor must be excluded from your policy — bring enrollment confirmation.

4 Real Estate & Property Management — Industry-Specific Documents

Property & Tenant Records

- Rent rolls for all managed properties: unit count, occupancy type, monthly rent
ISO GL property management codes are rated on gross collected rents or number of units.
- Square footage and occupancy type (residential, commercial, mixed-use) per property
- List of all managed properties including any added or removed during the policy period
- Lease abstracts or lease copies for commercial tenants if applicable
- HOA dues and assessment revenue for the audit period
HOA operations are rated on collected assessments for GL purposes.
- Common area square footage and amenity list: pool, gym, clubhouse
Common area amenities affect GL class code selection.

Maintenance, Staff & Contractors

WHY PAYROLL SEPARATION MATTERS: Property managers, leasing agents, maintenance technicians, and groundskeepers all carry different NCCI class codes. Commingled payroll is rated at the highest applicable code.

- Payroll separated by role: property managers, leasing agents, maintenance, groundskeepers
Each role carries a distinct NCCI class code.
- Contractor invoices for all repair, maintenance, and capital improvement work
- COIs from every contractor performing work on managed properties
Uninsured contractor labor on managed properties may be assessed to your policy.
- Volunteer board member records if HOA volunteers are covered by the policy
Some states require WC coverage for volunteers — check your state's rules.

5 Business Entity & Policy Information

- Copy of the insurance policy declarations page
- Federal EIN / Tax ID confirmation document
- State business license or certificate of formation
Confirms entity type — affects officer inclusion/exclusion rules.
- List of subsidiaries or affiliated entities sharing employees or operations

6 State-Specific Considerations

Monopolistic States (ND, OH, WA, WY): WC is through the state fund only — not your private carrier. Bring state fund account records and premium statements.

- California: WCIRB payroll records + contractor license (CSLB) for all CA work
- Florida: State-issued exemption certificates for any officer who opted out of WC
Expired exemptions = covered and rated at full wages.
- Texas: Non-subscriber documentation if not a WC subscriber
- New York: Document any unique exposure — labor law, scaffold, or specific class code items
- Multi-state operations: timesheets or dispatch records showing days worked per state
Each state has its own rates. Payroll must be apportioned correctly.

7 Quick-Reference: Why We Ask for It

DOCUMENT	WHY WE NEED IT
941s — all 4 quarters	Establishes total annual payroll — the auditor's starting point for WC.
Payroll register w/ class codes	Lets us rate each employee at the correct NCCI class code, not the highest one.
OT premium separated	NCCI excludes the OT premium from rated payroll — saves money if documented.
Officer wages + ownership %	Applies exclusion endorsements or NCCI min/max limits — reduces rated payroll.
Profit & Loss Statement	Cross-checks payroll totals and confirms gross revenue for the GL exposure base.
COI for every sub	No COI = sub's labor added to your policy at your rates.
Business bank statements	Required backup when records aren't system-generated.

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