

# Residency Investigation Checklist

1. Statements:           Named Insured(s)  
                              Spouse of Named Insured  
                              Driver of insured vehicle  
                              Occupant at policy address  
                              Neighbors of Named Insured's policy address  
                              Neighbors of Named Insured's other known addresses
  
2. Electronic Records: Reverse Searches  
  - Address from application & Dec Sheet  
  - Phone number from policy application  
  
  Name Search (nationally)  
  - Named Insured  
  - Spouse of Named Insured  
  - Driver of insured vehicle
  
3. Policy Records:       Copy of agent's file  
                                  Copy of company's microfiche/image documentation
  
4. Public Records:      Property Tax Records - Real & Personal               (All known addresses)  
                                  Voter registration info from Bd of Elections           (All known addresses)  
                                  School records for children of Named Insured  
                                  Driving record of all listed policy drivers  
                                  Library card
  
5. Field Investigation: Photos/diagram of house - Nbr of bedrooms, bathrooms, etc
  
6. Private Records:     Home purchase agreement                               (All known addresses)  
                                  Rental lease agreement                                   (All known addresses)  
                                  Mortgage bills & payments                               (All known addresses)  
  
                                  Telephone bills & payments                               (All known addresses)  
                                  Power/Electric bills & payments                       (All known addresses)  
                                  Gas bills & payments                                       (All known addresses)  
                                  Cable bills & payments.                                   (All known addresses)  
                                  W-2's & Federal/State Tax Returns - Last 3+ years