Each insurance contract (policy, binder, cover note, renewal certificate, etc.) must include the following per 28 TAC §15.23:

- Declarations Page
- List of all participating insurers on the policy, insurer name, or Lloyd’s syndicate name that matches the Approved Carriers List
- All coverage parts and schedules
- Extended coverage endorsements and exclusions
- All premium bearing documents
- Consistent policy number (including prefix/suffix), per 28 TAC §15.15
- Insured name, per TIC §981.101(c)(4)(A)
- Effective date and expiration date, per TIC §981.101(c)(2)
- Premium, policy fees (broker/agent, inspection, etc.), taxes and stamping fee (shown separately, per TIC §981.101(c)(3), TIC §225.001(5), and 28 TAC §15.21(b)(2)
- Issue date (if applicable), relates to TIC §981.105(a)
- Zip code of Texas risk location (PO boxes are not accepted), per TIC §981.101(c)(1)
- Agent/agency name and addressed, as listed on the agency license, per TIC §981.101(c)(4)(C) (Review TDI Agent Lookup)
- Guaranty Fund Non-Participation Notice showing appropriate tax rate, per TIC §981.101(b)
- Texas Complaint Notice, per 28 TAC §1.601

Additionally, verify and provide the following information with submission:

- Account for percentage of participation for each insurer/syndicate, to total 100%; per 28 TAC §15.23(c)(2); TIC §981.101(c)(5)
- If applicable, complete the Allocation Form for Other States or Exempt Premium
- Declaration page premiums must match the attached coverages parts / schedules and endorsements, per 28 TAC §15.23(c)(3)
- Policy List Form must be complete filled out, per 28 TAC §15.23(c)(6), to include:
  1. Surplus Lines agent/agency name
  2. Surplus Lines agent license no.
  3. Contact name and phone number

* Handwritten changes to policy documents are not acceptable