



Building Industry Insurance Association, Inc.  
345 W. Freemason Street  
Phone 757-420-9010 Fax 757-512-5205  
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We are a property and casualty company. This affords us the opportunity to work with your commercial clients. With these opportunities we have responsibilities to the Virginia Bureau of Insurance with regards to the appointment and licensing of agents and the agency agreement between your agency and BIIA.

Item1: BIIA must "Appoint" the Agency and licensed agents that will place business with us. We must have the Agents social security number (SSN), national producer number (NPN) or Virginia Drivers License and their physical resident address in order to make the appointment as required by the Bureau of Insurance.

Agent Name SSN, NPN or VA Drivers License, Physical Resident Address & Email

(If additional space is needed please attach a separate list)

Item 2: An executed "Service Representative Agreement" must be received in our office before we can pay commissions.

A copy of our "Service Representative Agreement" is attached, please complete this document and return to my email address or our fax # listed above. If you have any questions please do not hesitate to call me at 757-305-9010.

We look forward to working with you in the future.

Jane Kabana  
Marketing Specialist  
BIIA Insurance