

IG., Inc. d.b.a. RSIG
RECOVERY SPECIALIST INSURANCE GROUP

10440 Balls Ford Rd. • Suite 260 • Manassas, Virginia 20109
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MEMBERSHIP PRE-QUALIFICATIONS:

- Minimum two (2) years verifiable experience as a manager or owner of a repossession business or qualified repossession experience in a finance adjustment related field. A secured storage facility¹ (either leased or owned), not shared, with at least a six feet chain link fence with 3 strands of barbwire, or comparable security measures. These measures include but are not limited to security lights, monitored alarm system, razor wire, etc.²
- A staffed office open regular business hours with a fax and phone. (Not an answering service)
- Proof of ownership of at least one tow truck to be used in the repossession process and proof of commercial auto liability coverage in the amount of \$1,000,000 for that/those truck(s)

Upon submitting an application for membership, each applicant is required to provide the following:

- \$350.00 Facility Inspection Fee (non-refundable if inspection is completed)
- Copies of drivers' motor vehicle records for those who will be operating repossessed vehicles.
- Copies of police clearance for applicant and manager, partners, and all corporate officers.
- Copies of loss run reports for tow truck liability and prior repossession coverage for the past 5 years.
- Proof of General Liability insurance for tow trucks and other owned vehicles used in the repossession process (and office/storage lot if applicable).
- Copies of all applicable state, local and professional licenses.
- Completed and signed application

NO FILE CAN BE OPENED WITHOUT THE RECEIPT OF ALL OF THE ABOVE INFORMATION

COVERAGE: (NATIONAL CASUALTY COMPANY-Nationwide, "A" rated)

- **\$5,000,000.00 Aggregate General Liability**
- \$1,000,000.00 Limit of liability per occurrence.
- \$1,000,000.00 Personal Injury Protection.
- \$1,000,000.00 Drive Away Auto Liability
- \$1,000,000.00 Limit On-hook coverage
- Provides comprehensive coverage that encompasses fire, flood, hail, lightning, explosion, earthquakes, windstorm, vandalism, collision, wrongful repossession, and breach of peace
- \$50,000 Physical Damage Coverage when assigned to non-RSIG subcontractor
- Defends wrongful repossession (incl. attorney fees.)
- Covers collateral while being driven, towed or stored.

EXCESS POLICY: (AXIS SURPLUS INSURANCE COMPANY – Nationwide, "A" RATED)

\$2,000,000.00 Excess Coverage included in per repossession fee schedule

ACCIDENTAL DEATH AND DISMEMBERMENT POLICY:

Available to members and their full time employees. Full time employee defined as an employee who works exclusively under your direction at least 30 hours per week. Enroll at time of membership approval and update employee list each month. Please remember to have beneficiary information completed for each participant

¹ Each applicant is required to undergo an independent inspection of their facility to ensure that the facility meets the above referenced qualifications

² The policy provided by National Casualty Insurance Company does not provide coverage for the actions of any animal, i.e. guard dogs.

IG., Inc.
MEMBERSHIP INFORMATION

**PLEASE MAKE NOTE OF THE FOLLOWING ADDITIONAL INFORMATION IMPORTANT TO YOUR MEMBERSHIP:
Monthly Per Repossession Rates and Corresponding Portion of Deductible:**

# of Repossessions	Rate Per Repossession	Physical Damage Ded.	Liability Ded.
Min*. to 25	\$18.50	\$750.00	\$1500.00
26-125	\$17.75	\$1000.00	\$2000.00
126-174	\$16.50	\$1250.00	\$2500.00
175-274	\$15.25	\$1500.00	\$3000.00
275+	\$14.00	\$1750.00	\$3500.00
*Please note the minimum monthly reporting requirement for 1 location is \$370.00 (20 x \$18.50)			

IG., Inc. members are required to pay for the minimum number of repossessions per location listed on any certificate of insurance each month. 20 repossessions per month is the minimum number of repossessions required to be paid for each location listed on any certificate of insurance.

Example: 1 facility = 20 repossessions // 2 facilities = 40 repossessions // 3 facilities = 60 repossessions // etc.

Insurance is purchased on a per repossession basis (after the repossession has occurred) and coverage is provided for each account reported (even though fees are only paid on assignments resulting in repossession).

The policy issued to IG., Inc. and its members by National Casualty Company has a \$3000.00 physical damage policy deductible. This amount is supplemented by IG., Inc. loss reserves funds, therefore the member is directly and personally responsible for only a portion of this amount. The members portion of the deductible is determined by the per repossession rate paid for on the monthly report where the account must be properly listed. Remaining deductible balance is paid from the group's loss reserve funds.

The policy issued to IG., Inc. and its members by National Casualty Company has a \$5000.00 3rd party property damage and liability policy deductible. This amount is supplemented by IG., Inc. loss reserves funds, therefore the member is directly and personally responsible for only a portion of this amount. The members portion of the deductible is also determined by the per repossession rate paid for on the monthly report where the account must be properly listed. Remaining deductible balance is paid from the group's loss reserve funds.

Personal property (debtor's property found inside the repossessed unit) are subject to a flat rate deductible of \$1000.00 per claim and subject to a per occurrence policy maximum of \$3500 per loss.

2). Associated Fees:

Non-Refundable Application Fee \$350.00 (Application fee will only be returned if application is denied or withdrawn prior to the completion of the facility inspection.)

Membership Fee \$300.00 (Paid annually by September 1 or on a pro rata basis when accepted as new or re-admitted member)

Deposit \$varies (This amount is based on 1 month's estimated repossessions and is held for a period of 2 years after a membership is resigned or terminated.)

Current Lot Fees / Initial Ins. Pmt. \$350 or \$17.50 x # of vehicles currently stored if more than 20 vehicles are stored (Provides premise liability coverage from effective date of coverage and physical damage coverage for vehicles that are currently stored on the lot, but repossessed while covered by previous carrier)

2). Associated Fees (Cont.):

Check by Fax Fee	\$3
Return Check Fee	\$35
Additional Office / Lot Inspection	\$200
Relocation of Office / Lot	\$200 (If both are at the same address)
Relocation of Office / Lot	\$275 (If office and lot are at different addresses)
Certification Course Registration	\$95
Annual Seminar Registration Fees	\$varies (announced prior to seminar)
Late Payment Penalties	10% of monthly report

OTHER GENERAL REQUIREMENTS FOR MEMBERSHIP

- 3) Continuous participation in recovering, securing, and disposing of collateral following applicable local, state and federal laws, rules and regulations.
- 4) The maintenance of a regularly staffed business office to directly answer telephone calls and to perform other business functions.
- 5) A secured storage facility to prevent unauthorized entry/access/use/ or damage to stored, repossessed collateral
- 6) Evidence of liability insurance on all vehicles used for repossessions should be on file in the business office.
- 7) Records maintained in the members business office indicating all assignments received from clients. The monthly report accompanying monthly charges based on repossessed collateral must agree with office records.
- 8) Insurance claims documentation describing the circumstances and current status should be on file for each involved account.
- 9) Monthly reports must be available for current and six (6) prior months for review.
- 10) Evidence of instructions to the member's field adjusters on acceptable techniques for completing a repossession, debtor confrontation procedures, understanding legal requirements, and effective communication with clients.
- 11) Membership dues must be paid annually by SEPTEMBER 1 or when accepted as new or re-admitted member. Policy regarding late payment of membership dues is outlined in the Membership Agreement and Bylaws.
- 12) Monthly reports are due in Manassas Virginia by the 5th working day but no later than the 10th. Late payment penalties will be assessed on unpaid reports after that date.
- 13) Members and/or their office managers are required to attend the IG., Inc. Annual Safety seminar within one year of becoming a member. Thereafter seminar attendance is required at least once every two years. In addition, if there is an RSIG hosted State Specific Case Law Course in your area, your office must be represented. (CARS Certification or other certifications do not apply. Please contact our office for a course list to see if you will be required to attend.)
- 14) Compliance audits are conducted periodically on a random basis. Members are required to cooperate to assure examinations are completed in a timely manner.

IG., Inc. (Recovery Specialist Insurance Group) established a Purchasing Group to acquire insurance for repossession businesses. Insurance protection in the recovery industry is an extremely fragile product to acquire and retain, evidenced by the number of insurance carriers who exit the business after short stays. The success of IG., Inc. is primarily dependent on each member's integrity to follow professional recovery business practice for services to financial institutions and to comply with IG., Inc. Bylaws and operating guidelines.