



Illinois Department of Insurance

JB PRITZKER
Governor

DANA POPISH SEVERINGHAUS
Acting Director

TO: LICENSED PUBLIC ADJUSTERS AND PUBLIC ADJUSTER APPLICANTS
FROM: Dana Popish Severinghaus, Acting Director
DATE: March 1, 2021
RE: **Company Bulletin 2021-02**
Public Adjuster Contract Template and Checklist

dps

This shall serve as notice of a new approved Public Adjuster Contract Template and Checklist for Public Adjuster Contracts. These documents along with updated Disclosure Templates can be found on the Illinois Department of Insurance's website at [Public Adjuster Page](#). These documents were designed for public adjusters to use as a guide to help facilitate the drafting and approval of their contracts. The contract template contains all terms required by law and some terms the Department believes are helpful in preventing some common consumer complaints. Using the exact Contract Template, however, is not legally required by the Department.

Should the Applicant wish to use the Contract Template as their contract, they must complete the header and fill in other public adjuster specific information where required. Also, in the lower left corner, please include the form number and contract date.

All public adjuster contracts must be filed with and approved by the Department prior to use.

If you make any changes to your previously approved contract, you must file the revised contract with the Department. New and revised contracts can be filed with the Department via email at DOI.PA.Contracts@illinois.gov or mail to 320 W. Washington Street, Springfield, IL 62767. You will be notified by the Department once the contract is **FILED AND APPROVED** with a copy of the date-stamped approval for your records. At that time, you may begin using the approved contract.

The Department encourages Public Adjusters to take advantage of the 2021 template when drafting and filing a new or revised contract. Use of the template will streamline approval of the contract and warrant a quicker turnaround of the approval process.

Should you have any questions regarding the Public Adjuster contract approval process, please submit them to the following e-mail: DOI.PA.Contracts@illinois.gov

Springfield Office
320 W. Washington Street
Springfield, Illinois 62767
(217) 782-4515

Chicago Office
122 S. Michigan Ave., 19th Floor
Chicago, Illinois 60603
(312) 814-2420