



Florida

Underwriting Binding Guidelines (10-24-18 Edition)

100 % REPLACEMENT COST VALUE (RCV) MUST BE USED AS THE COVERAGE "A" LIMIT ON HO3, HO6, DP1, DP2 AND DP3 POLICY FORM.

100% ACTUAL CASH VALUE (ACV) MAY BE USED AS THE COVERAGE "A" LIMIT ON THE HO8 POLICY FORM WHEN THE OPTIONAL REPLACEMENT COST LOSS SETTLEMENT ENDORSEMENT IS NOT SELECTED (Properties over 100 years must be written at ACV, HO8 Only)

To determine ACV, calculate the RCV and reduce the limit by up to 25% depending upon the risk's condition.

PLEASE REFER TO ATLAS BRIDGE "Check Form Availability" FOR CLOSED ZIP CODES.

HO3		
Tri-County: Broward, Miami-Dade, and Palm Beach		
HO3	X-Wind in Windpool	All Wind & Non-Windpool
Tri-County – Built 1996 or Newer	\$100,000 - \$800,000	\$100,000 - \$1,000,000
Tri-County – Built Prior to 1996	\$200,000 - \$800,000	\$200,000 - \$1,000,000
All Other Counties – Built 1950 or Newer	\$100,000 - \$800,000	\$100,000 - \$1,000,000

HO8 - Properties Built 1890 and Newer		
HO8	X-Wind in Windpool	All Wind & Non-Windpool
All Counties Min and Max	\$100,000 - \$800,000	\$100,000 - \$1,000,000

HO4 & HO6 – Properties Built 1900 and Newer			
Homeowners Policy Form		Minimum	Maximum
HO4		Coverage C – \$20,000	Coverage C – \$300,000
HO6	Owner Occupied	Coverage A – \$15,000*	Coverage A – \$500,000
	Tenant Occupied	Coverage C – \$20,000	Coverage C – \$300,000
	Owner Occupied	Coverage A – \$15,000*	Coverage A – \$500,000
	Tenant Occupied	Coverage C – \$6,000	Coverage C – \$6,000

* **New Business HO6 Policies:** A Replacement Cost Estimator is required when Coverage A limit is below \$50k.

DP1 - Properties Built 1900 and Newer			
DP1	X –Wind in Windpool	Wind in Windpool	Non-Windpool
Minimum (All Groups)	\$100,000	\$100,000	\$100,000
Maximum (All Groups)	\$250,000	\$400,000	\$400,000

DP2 and DP3 - Properties Built 1940 and Newer			
DP2/DP3	X –Wind in Windpool	Wind in Windpool	Non-Windpool
Minimum (All Groups)	\$100,000	\$100,000	\$100,000
Maximum (All Groups)	\$250,000	\$500,000	\$500,000

All DP Forms - Liability Coverage may only be provided in conjunction with a property policy. The maximum limit of liability is \$100,000.



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Wind Mitigation Credits

Only the **OIR-B1-1802 (Rev. 01/12)** Uniform Mitigation Verification Inspection Form, promulgated by the state will be acceptable in applying for wind mitigation credits on all forms.

Exception: For Buildings of 5 or more stories, applicants may submit a Commercial Mitigation Form when applying for Reinforced Concrete Roof Deck credits only (1802 inspector qualifications apply). **Note:** Opening Protection credit continues to require the OIR-B1-1802 (Rev. 01/12) Mitigation Form in the name of the insured.

Hip Roof Credit – For properties 2002 or newer, applicants may submit color photos of all building sides (minimum 4 photos) confirming **100% hip roof system**. Roof must meet the OIR-B1-1802 (Rev. 01/12) Uniform Mitigation Verification Inspection Form hip roof definition to obtain applicable credit. In the event the Company is unable to determine the roof geometry based on the photos provided, credits will be removed and to reinstate them, we will require the OIR-B1-1802 (Rev. 01/12) Uniform Mitigation Verification Inspection Form.

Age of Home Requirements (Roof & HVAC Restriction do not apply to HO4 or HO6)

Roofing, Heating and Electrical updates within 30 years should be confirmed on the application on all other risks

Four Point Inspection must be provided for properties **older than 40 years** (except HO4, HO6 and HO8).
Use **UPCIC 4 PT Form or Equivalent**

Roof	Plumbing
Shingle Roofs must be 20 years or newer (except HO8 & DP1)	No Polybutylene Pipes (except HO8 & DP1)
Wood Roofs must be 15 years or newer	No Pex Plumbing (except HO8 & DP1) Exception: Properties built 2010 or newer or with Pex updated 2010 or newer.
All other roof types must be in good condition	
HVAC	Electrical
No Portable Space Heaters	Minimum of 100 Amps is Required
No Gas Heaters, Portable Stoves or Wood Burning Stoves (unless professionally installed)	No Aluminum (branch wire), Cloth, Knob Tube or Double Tap Wiring (Alumiconn and Copalum are acceptable)
No Open Flame Devices (If primary source)	No Fuses
Operable A/C is Required Statewide	No Federal Pacific (includes Stab Lok), Zinsco, Sylvania-Zinsco, or Challenger-Zinsco Boxes
Operating heating which is vented in each room is required statewide; except for the following counties: (Broward, Charlotte, Collier, Dade, De Soto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, Martin, Monroe, Okeechobee, Palm Bch, Saint Lucie and Sarasota)	
Solid or alternative fuel based heat sources which are professionally installed/certified are acceptable as long as they meet the aforementioned venting requirement.	



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Background	
All Forms: Prior arson convictions, fraud convictions, or misrepresentations disqualify applicant(s)	
Background eligibility applies to the named insured(s), spouse, relatives, or other person under the age of 21, or a student enrolled in school full time if residents of the household.	
HO3, HO4, HO6, DP1, DP2 and DP3	All Forms
No Bankruptcies Filed within 60 Months	No Felony Conviction within 10 years
No Foreclosure Judgments within 60 Months	No First Party Lawsuit against an Auto or Homeowners Insurance company (Regardless of time frame)

Ineligible Construction Types and Property Criteria	
No Mobile or Trailer Homes	No Exterior Insulation Finishing System (EIFS)
No Dome Homes or Unusual Construction	No Pre-existing Damage
No Manufactured or Modular Homes	No Do It Yourself Construction
No Commercial Property/Business Exposure (Excluding Home Day Care)	No Builder's Risk (properties under construction or extensive renovation while unoccupied)
No Historic Homes	No Properties partially or wholly over sand (Acceptable under HO8 Only)
No Farming, Ranches, Orchards, Groves or Agriculture	No properties over Water
No Homes with Chinese Drywall	
No Open Foundation - Lattice, Stilts, Piers, Pilings etc. (HO8 & DP1 forms are acceptable)	
Exception: Properties with open foundation built 2002 or newer; or properties meeting the definition of FEMA Diagram 6 are acceptable under the HO3, DP2 & DP3 form.	

Prior Losses	
Prior Sinkhole Losses on location or for applicant(s) are unacceptable on all forms (Regardless of time frame)	
All forms Except HO8	HO8 Form Only
**No Water Damage, Dog Bite, Fire, or Theft (Read exception for older than 60 months)*	No Prior Fire Losses (see exception below)
One (1) prior loss less than 10K in last 60 month period is acceptable with a \$1000 AOP ded excluding the above**	HO8: four (4) or less prior losses during the last 60 month period is acceptable
One (1) remediated Fire or Water, or one (1) Dog Bite or Theft claim older than 60 months is acceptable* DP1 only: One (1) prior water loss during the last 60 month period is acceptable	One (1) remediated Fire claim older than 60 months is acceptable

Ineligible Dog Breeds (Animal Liability Exclusion Applies Regardless of Breed for all forms)	
Chow	Staffordshire Terrier
Presa Canarios	Akita
Pit Bull	
Any mixed breed dog that is half breed or greater with one or more of the aforementioned breeds is not acceptable (Exception HO8 Form)	



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Miscellaneous	
No Condo Hotels, Nursing/ Assisted Living Facilities or Student Housing	All forms PC 1-9 are Acceptable
Rentals must be on an Annual Basis (12 months) (Sub-letting is not acceptable at any time)	PC 10's are Not Acceptable (Ex: Fire station over 5 miles)
Deed/HUD Statement or Proof of Prior within 45 days is Required to Avoid Surcharge (Force placed insurance or wind only policies are not considered prior insurance)	Log Homes are Acceptable ONLY in PC 1-8 (PC 1x-8x, 1y-8y, 8B, 9 or 10 are not acceptable)
New Purchase Foreclosure or Short Sale Properties Require current Interior color photos (AC/Heat, kitchen, all bathrooms and interior electrical panel)	360 Home Replacement Cost Valuations are ONLY Acceptable if Completed through Atlas Processing System
HO6 policies must be in compliance with Florida Statutes, Section 718.111 (Properties under a Homeowner Associations or single family homes are ineligible on an HO6 form)	Swimming Pools must be fenced or enclosed of at least (4) feet in height (If unfenced, not enclosed, or in poor condition Swimming Pool Liability Exclusion applies)
Handrails are required on 3 or more steps	No Vacant or Unoccupied Properties
Home Day Care Business (Must be licensed and meeting state requirements, Exclusion applies HO 04 96)	Trampoline, Diving Board or Pool Slides are acceptable on HO3 and HO8 Forms (HO3 Liability Exclusion applies)

Endorsements Available	
Contents Exclusion Form (HO3 & HO8 Only)	Personal Property Replacement Cost
Coverage E Personal Liability Increase (HO3, HO4 & HO6)	Structures on the Residence Premises – Increased Limit
Increase Fungi, Wet or Dry Rot or Bacteria	Structures Rented to Others (HO3 & HO8 Only)
Loss Assessment Increase (HO6 only, \$2,000 mandatory)	Unit Owner Cov. A Special Cov. (HO6 Only)
On and Off Premises Theft Increase (HO8 Only)	Unit Owner Rental to Others (HO6 Only)
Ordinance or Law Increase (HO3 & HO8 Only)	Windstorm Exclusion (Available on all Forms)
Water Back-Up and Sump Discharge or Overflow (HO3, HO4, HO6 Only)	
Sinkhole Coverage – Coverage cannot be endorsed unless the property has first been inspected by AmeriPro (866)449-5115, and a copy of the inspection report has been reviewed and approved by UPCIC underwriting. Request can only be made at inception (new business) or 90 days prior to renewal of the policy. (See home page of Atlas Bridge, dated 4/1/2012 for additional contact information)	



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List of Open Zip Codes for Properties up to 100 years old, HO3 Form
(Applies only to the Non-Windpool zone, all other binding restrictions apply)

Hillsborough	Pinellas	Miami-Dade	Broward	Palm Beach
33547	33709	33014	33021	33433
33558	33716	33015	33026	
33559	33755	33016	33028	
33603	33762	33018	33068	
33604	33764	33143	33069	
33606	33770	33165	33324	
33613	33772	33174	33326	
33625	33777	33178	33327	
33626	34684	33179	33328	
33629	34685	33183	33442	
33635	34688	33185		
33637				

Note: UPCIC will not backdate cancellations. Please refer to the cancellation provision located on the policy form.



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Under certain circumstances we will allow an 'Entity' owned property to be insured through our Homeowners or Dwelling Property Insurance programs. The following chart exhibits the relationship between entity types and the program forms which we may find acceptable but under no circumstance will policies written according to the chart below be acceptable unless the following criteria are met:

1. There must be a clear and transparent relationship between: Occupant - Entity - Property
 - a. The Occupant must have clear first party interest in the Entity, and the Entity must have clear first party interest in the Property.
 - b. There can be no Multiple - Entity Relationships i.e. Entity owns Entity which owns Property or Multiple Entities own Property (Husband and Wife Trusts are the only exception).
2. Proof of the preceding criteria must be verified prior to binding and be submitted with the application or the business will be otherwise cancelled.
3. On Homeowners Forms the Occupant must be the Named Insured and the Entity must be listed as an Additional Insured (ISO Form HO 04 41). HO6 tenant occupied is acceptable.
4. Additional Interest (ISO Form HO 04 10) may be added for the purpose of providing proof of coverage.

Entity Type	HO3, HO6, HO8 Occupant As Named Insured Only	DP1, DP2, DP3 Entity As Named Insured Only
Business Entities LLC Corporation LLP LTD Additional Types – Refer to Underwriting Department	Entity as Additional Insured Occupant - Member/Officer as Named Insured HO6 tenant occupied is acceptable	Acceptable as Named Insured without Liability and Medical Payments
<u>Probate Entity</u> Estate of (Decedent)	NOT Acceptable	Acceptable as Named Insured without Liability and Medical Payments
Personal Entities IRA FBO (Occupant) Life Estate	Entity as Additional Insured Occupant - Member/Officer as Named Insured HO6 Tenant Occupied is Acceptable	Acceptable as Named Insured without Liability and Medical Payments
Trust Entities, Individual Trust, Family Trust, Realty Trust, Land Trust Revocable (Living) or Irrevocable	Entity as Additional Insured Occupant - Member/Officer as Named Insured HO6 Tenant Occupied is Acceptable	Acceptable as Named Insured without Liability and Medical Payments
Residential Associations can be listed as additional interest for the purpose of providing proof of coverage to the following associations: Condominium Assoc. Homeowners Assoc.	Additional <u>Interest Only</u>	No Applicable Forms
Co-Operative Development Management Companies (HO4 only)	N/A	*Co-Ops are Only Eligible on HO4 Policy Form



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HOMEOWNERS AND DWELLING FIRE BINDING AUTHORITY GUIDELINES

- I. Risks not meeting all of the requirements contained herein may not be bound. Risks not eligible for binding may be submitted unbound if they meet the guidelines contained in the “Manual” (See section VI below regarding unbound applications) and the applicable program section of the manual (Homeowners or Dwelling Fire).
- II. Company underwriting guidelines are located in the Manual and may be supplemented in the applicable program section. Rules contained in the program section of the manual must be followed and will prevail in the underwriting and rating of all policies written with Universal Property & Casualty Insurance Company.

III. General Requirements

- A. All business placed by the agent with the Company must originate from persons licensed for the Agency by the Company. Brokered business (except brokered business placed under a written Brokerage Agreement) is not acceptable and is deemed to be a violation of the Agency-Company Agreement.
- B. All bound applications must be submitted to the Company upon binding of the policy.

IV. Binding Requirements

- A. Risks eligible for binding may be bound by obtaining a completed and signed UPCIC application and the required premium payable to UPCIC.
 - 1. The binder period will end upon the earliest of (a) 30 days following binding, (b) acceptance or declination of the insurance policy, or (c) notice from the Company.
 - 2. New Business:
 - a. **Full Payment Option** – The full payment is to be submitted with the application. If paid by the insured, mortgagee or premium finance company within 15 days of the date the policy is effective.
 - b. **Two Payment Option** – 55% down and 45% due on the 180th Day of the policy period.
 - c. **Four Payment Option** – 30% down and 2 payments of 25% each due on the 90th, 180th day and 1 payment of 20% on the 270th day of the policy period.
 - 3. Payment fee schedule for the two and four payment plans above:

Total Premium including fees ranges from:			The fee per payment is:
\$0	To	\$399	\$3
\$400	To	\$499	\$4
\$500	To	\$649	\$5
\$650	To	\$799	\$6
\$800	To	\$949	\$7
\$950	To	\$1,099	\$8
Add \$1 in fees per payment for every \$150 of total premium over \$949			
A setup fee of \$10 applies to all policies utilizing a payment plan			

- 4. Renewal Business: The billing process is the same as the New Business process above with one exception. The first Payment Option will be mailed to the insured 50 days in advance of the renewal date.



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V. Additional Limitations on Binding

The Company is able to consider applications for coverage originating in all areas of Florida. However, the Company must ensure that applications received for risks located in areas of the state in which the Company has existing concentrations are assessed for their effect on the Company's overall exposure. From time to time, Universal Risk Advisors, UPCIC's Managing General Agent (MGA) will identify the areas in which the Company will not authorize the binding of coverage and will require the submission of all policies unbound according to the procedures of Section VI, below. This may include changing the territories or minimum/maximum coverage values for which binding is allowed.

Applications cannot be submitted on a bound basis when a prior UPCIC policy of the applicant, a resident relative or other person residing with the applicant, has been canceled (for reasons other than non-payment) or non-renewed by the Company. If the agent is new to the account and desires to submit the application on a bound basis, the agent must make appropriate inquiry of the applicant and/or Company to determine compliance with this requirement.

Documentation regarding unbound risks should be submitted with the application as provided in Section VI, below. As allowed by law, UPCIC reserves the right to cancel or reject risks that are submitted out of compliance with the underwriting manual or guidelines.

VI. Unbound Applications:

Risks not meeting the binding guidelines and requirements contained in the manual and applicable program section may be submitted on a non-bound basis for consideration. The following documentation will be required with the application:

- A. A completed, but not signed UPCIC application, a copy of the expiring declaration page must be submitted with each application. A copy of expiring declarations is not required for a new home.
- B. A completed Residential Replacement Cost worksheet must be submitted with each application requiring one.
- C. Omit any effective date.
- D. Do not require the signature of the applicant.
- E. Do not accept any premium deposit from the applicant.
- F. Do not issue any form of binder to the applicant.
- G. Do not advise the applicant they are covered.
- H. You will be notified in writing of the acceptability of the risk and advised if binding is acceptable.

Note: *Universal Property & Casualty seeks to write business and will make every effort to do so responsibly. Risk not meeting the binding guidelines may be submitted unbound as provided for in Section VI above. The company considers all available information in underwriting risks. In some cases the company may be able to write risk meeting the criteria might not be acceptable due to other underwriting considerations. The underwriting department will be happy to assist with any questions.*