

## Texas Windstorm Insurance Association Builders Risk New Business Application





## Texas Windstorm Insurance Association Builders Risk New Business Application

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#### 1. Cover Letter



November 3, 2017

Regulatory Policy Division
Property & Casualty Filings Intake
Texas Department of Insurance
Mail Code 104-3B
P.O. Box 149104

Austin, Texas 78714-9104

Via email: <a href="mailto:PCFilingsIntake@tdi.texas.gov">PCFilingsIntake@tdi.texas.gov</a>

Re: Revised TWIA Builders Risk New Business Application

Dear Property & Casualty Filings Intake:

In accordance with Texas Administrative Code 5.4911(g), Texas Windstorm Insurance Association is submitting a revision to its Builders Risk New Business Application for Commissioner approval.

Changes to the application are being made based on the following:

- 1. TWIA is in the process of implementing a new policy administration system for its commercial business, Policy Center Commercial. The new system offers a new online application process whereby agents submit much the same information as is captured by the current application, but in the new online format. The system walks the agent through several different pages or screens with data fields to enter the information and select from drop-down menus as appropriate. While the information captured by the existing and new systems is substantially similar, the slight differences and overall new format warrant TDI's review.
- Additionally, as part of the transition to a new policy administration system, TWIA is reviewing and updating all applications, forms, and correspondence that will be communicated utilizing the system. TWIA's review and updates aim to ensure all applications, forms, and correspondence are clear, consistent, and customer-friendly.

Attached to this cover letter please find: (1) a Property and Casualty Filing Transmittal Form; (2) a Form Usage Table; (3) an Explanatory Memorandum; (4) a Comparison Legend which lists the data fields captured by the existing Application side-by-side with the information as it is captured by the revised TWIA Builders Risk New Business Application through Policy Center; (5) the existing Builders Risk New Business Application, numbered in accordance with the Legend; and (6) Policy Center Commercial Screen Captures showing the revised application and numbered in accordance with the Legend. Please note, TWIA does not have record of the filing and approval of the version of the Builders Risk New Business Application that is currently in use and have therefore left the TDI File Number or Link Number field blank on the Property and Casualty Filing Transmittal Form.

Should you have questions or require anything further, please feel free to contact me at 512-637-2944.



Sincerely,

Jessica M. Crass

Legal & Compliance Manager

CC: Ms. Marianne Baker (via email: marianne.baker@tdi.texas.gov)

Property and Casualty, Personal and Commercial Lines

Texas Department of Insurance

P.O. Box 149104

MC 104-PC

Austin, TX 78714-9104



## Texas Windstorm Insurance Association Builders Risk New Business Application

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## 2. Property and Casualty Filing Transmittal Form and Form Usage Table







## Texas Windstorm Insurance Association Builders Risk New Business Application

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## 3. Explanatory Memorandum



#### **MEMORANDUM**

DATE: November 3, 2017

TO: Marianne Baker, Texas Department of Insurance, Property & Casualty Lines

FROM: Jessica Crass, Manager, Legal & Compliance

RE: Revised TWIA Builders Risk New Business Application

In accordance with Texas Administrative Code 5.4911 and 5.9320, TWIA is submitting revisions to the TWIA Builders Risk New Business Application (application) for approval. This memorandum is submitted pursuant to Texas Administrative Code 5.9320(c)(1)(B)(iii).

#### **Reason for Changes**

Changes to the application are being made based on the following:

- 1. TWIA is in the process of implementing a new policy administration system for its commercial business, Policy Center Commercial. The new system offers a new online application process whereby agents submit much the same information as is captured by the current application, but in the new online format. The system walks the agent through several different pages or screens with data fields to enter the information and select from drop-down menus as appropriate. While the information captured by the existing and new systems is substantially similar, the slight differences and overall new format warrant TDI's review.
- 2. Additionally, as part of the transition to a new policy administration system, TWIA is reviewing and updating all applications, forms, and correspondence that will be communicated utilizing the system. TWIA's review and updates aim to ensure all applications, forms, and correspondence are clear, consistent, and customer-friendly.

#### **Comparison of Existing and Revised Applications**

Pursuant to 5.9320(c)(2)(B)(ii) please find attached, in addition to the preceding Cover Letter, Property and Casualty Filing Transmittal Form, Form Usage Table, and this Explanatory Memorandum (numbered as indicated):

- A Comparison Legend which lists the data fields captured by the existing Application sideby-side with the information as it is captured by the revised TWIA Builders Risk New Business Application through Policy Center;
- 2. The existing Application (numbered in accordance with the Legend); and
- 3. Policy Center Commercial Screen Captures showing the revised application (also numbered in accordance with the Legend).



## Texas Windstorm Insurance Association Builders Risk New Business Application

**\* \* \*** 

### 4. Comparison Legend

Compares Data Fields of Existing Builders Risk New Business Application to Data Fields of Revised Policy Center Commercial Builders Risk New Business Application



#### **Comparison Legend Notes**

The Comparison Legend lists the data fields present in the existing TWIA Builders Risk New Business Application and presents a side-by-side comparison of the data fields present in the new Policy Center Commercial Builders Risk New Business Application.

#### **Fields**

#### Column A: Item

The first column lists the data field items in sequential order. Item numbers with red borders are present in the existing Application (and potentially the Policy Center Application). Item numbers with green borders are present only in the Policy Center Application.

E.g. Items present in the existing Application (and potentially the Policy Center Application):

1

E.g. Items present only in the Policy Center Application:

49

#### **Column B: Existing Category**

The type of information captured in the data field in the existing Application.

#### **Column C: Existing Text**

The actual text present in the existing Application.

#### **Column D: Policy Center Location**

This column indicates where in the Policy Center Application the applicable text is located by referencing the screen or series of screens and tabs containing the text.

#### **Column E: Policy Center Text**

The actual text present in the Policy Center Application.



#### **Notes**

#### **Bracketed Text**

If text is contained in [brackets] this indicates either the information varies, or the text within the bracket is a note regarding the actual text in the Application.

#### **Sample Information**

All information contained in the screen captures was generated for sample Applications and does not relate to any actual policy or application information.

Item	<b>Existing Category</b>	Existing Text	Policy Center Location	Policy Center Text
1	Heading	Texas Windstorm Insurance Association	N/A	[No equivalent due to transition from paper to electronic format]
2	Heading	TWIA WEB APPLICATION FOR WINDSTORM & HAIL INSURANCE	N/A	[No equivalent due to transition from paper to electronic format]
3	TWIA Logo	[TWIA Logo]	N/A	[No equivalent due to transition from paper to electronic format]
4	Application Number	Application #	SideBar	Submission T########
5	Application Type	Commercial Application	New Submission	Policy Type Selection: Available Options: [Drop down options: Residential, Commercial, Manufactured Home]
6	Voiding Application	Any handwritten premium bearing changes will <b>VOID</b> this application and cause it to be returned	N/A	[No equivalent due to transition from paper to electronic format]
7	Early Cancellation	Early cancellation may result in approximately 25% of your premium being retained by Texas Windstorm Insurance Association	N/A	[No equivalent; included in Declarations]
8	Payment	ATTACH CHECK OR MONEY ORDER FOR GROSS PREMIUM + SURCHARGES TO APPLICATION	Submission Acknowledgement	Please print the payment coupon and mail to TWIA with a check for the full amount due. Once payment is received, your application will be processed according to TWIA underwriting guidelines. For additional information, please click here [links to TWIA Instructions and Guidelines Manual] to access the TWIA Instructions and Guidelines manual.
9	Insured Name & Address	NAME OF INSURED AND MAILING ADDRESS	Policy Info	[Primary Named Insured/Mailing Address/Additional Insured Fields include: Individual First Name Last Name Primary Phone [a phone number is required] Home Phone Work Phone Mobile Phone Fax Phone [optional] Primary Email [optional] Secondary Email [optional] Address Country APO/FPO/DPO Address Line 1 Address Line 2 City State Zip Code County]
10	Agent Name & Address	INSURED'S AGENT'S NAME AND MAILING ADDRESS	Policy Info: Agency Details	Agency Name/Agency Location
11	TDI License	TDI Lic	Policy Info: Agency Details	TDI License #
12	Policy Term	POLICY TERM REQUESTED	Policy Info: Policy Details	Policy Details

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Item	Existing Category	Existing Text	Policy Center Location	Policy Center Text	
13	Inception date	[Inception Date]	(1) New Submission: Effective Date; (2) Policy Info: Policy Details	Effective Date [MM/DD/YYYY]	
14	Expiration Date	[Expiration Date]	Policy Info: Policy Details	Expiration Date [MM/DD/YYYY]	
15	12:01 am Expiration	AT 12:01 A.M. Standard time At The Location of Property	N/A	[No equivalent; included in Declarations]	
	Agency Personnel Contact	Agency Personnel who may be contacted concerning this application	Policy Info: Agency Details	Contact Name/Contact Phone #	
	Agent's Name and Phone Number	[Agent Name / (###) ###-####]	Policy Info: Agency Details	Location Phone #	
	Previous or Reference Number	Previous or Reference #: ####### [category only appears if information provided in E-Quote]	Details: General Information	Prior TWIA Policy #	
	Customer Tracking Number	Customer Tracking Number: [Tracking #] [category only appears if information provided in E-Quote]	(1) New Submission; (2) Status Bar	Account #	
20	Perils	WINDSTORM & HAIL ONLY	N/A	[No equivalent; included in Declarations]	
21	Premium financing	Is this policy premium financed? If yes, Attach Form 151A	Policy Info: Premium Financier	(Add) [Gives option to add premium financier]	
22	Total coverage	TOTAL INSURANCE	Locations and Risk Items (After)	Insurance Amount	
23	Premium due	TOTAL AMOUNT DUE	Payment: Amount Due and Payment Summary	Amount Due to TWIA	
24	Mortgagee/Loss Payee	MORTGAGEE / LOSS PAYEE [category only appears if information provided in E-Quote]	Additional Interest	Mortgagee/Loss Payee/Contract of Sale [Gives option to add additional interest]	
25	Item Number	Item No.	Locations and Risk Items (After)	Item Number [The item number appears after user adds an item]	
26	Coverage A or B	Coverage A/B	Locations and Risk Items (After)	[Part of the item number - e.g., 1A - which appears after adding an item]	
27	Description	Property and Form Description	Details: Risk Item Type	Commercial and F&R Non-Dwelling - New Construction, Commercial and F&R Non-Dwelling - Additions (> than 10% grade floor area), Commercial and F&R Non-Dwelling - Additions (<= 10% grade floor area), Commercial and F&R Non-Dwelling - Repairs and/or Improvements with No Additions, Dwelling and F&R Dwelling - New Construction, Dwelling and F&R Dwelling - Additions (> 10% grade floor area), Dwelling and F&R Dwelling - Additions (<= 10% grade floor area), Dwelling and F&R Dwelling - Repairs and/or Improvements with No Additions	
27.A	Property Description	Property Description	(1) Locations and Risk Items (After); (2) Details	(1) Description [appears after adding an item] (2) Description	
27.B	Property Address	[Insured location address entered]	Location Information	Location Address	

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Item	Existing Category	Existing Text	Policy Center Location	Policy Center Text	
27.C	Underwriting Details	Stories	N/A	[While this data field is present on the existing application, the information did not impact rating, and we determined it unnecessary for this coverage type]	
27.D	Underwriting Details	Roof	N/A	[While this data field is present on the existing application, the information did	
				not impact rating, and we determined it unnecessary for this coverage type]	
27.E	Underwriting Details	Construction	Details: Construction Details	Construction Type [Options: Frame, Brick, Brick on Frame]	
27.F	Underwriting Details	Occupancy	N/A	[Data field not applicable to this coverage type]	
27.G	Underwriting Details	ECV	N/A	[While this data field is present on the existing application, the information did not impact rating, and we determined it unnecessary for this coverage type]	
27.H	Underwriting Details	ERC	Details	Estimated Completion Cost	
27.I	Underwriting Details	Area	Details	Total Area	
27.J	Underwriting Details	Inside City Limits at time of Construction	N/A	[Data field not applicable to this coverage type]	
27.M	Underwriting Details	Dates of Construction	Details	Construction Commencement Date/Material Delivery Date [Changes based on question above:  If 67 is "Yes", 27.M is "Construction Commencement Date"  If 67 is "No", 27.M is "Material Delivery Date"]	
27.N	Underwriting Details	Structure: MM/DD/YYYY	N/A	[While this data field is present on the existing application, the information did not impact rating, and we determined it unnecessary for this coverage type]	
27.0	Underwriting Details	Additions: MM/DD/YYYY	N/A	[While this data field is present on the existing application, the information did not impact rating, and we determined it unnecessary for this coverage type]	
27.P	Underwriting Details	Repairs: [Reroof Date pulled from E-Quote] [Reroof Type pulled from E-Quote, e.g. "complete"]	N/A	[While this data field is present on the existing application, the information did not impact rating, and we determined it unnecessary for this coverage type]	
27.R	Underwriting Details	Companion Policy Type [defaults to none]	N/A	[While this data field is present on the existing application, the information did not impact rating, and we determined it unnecessary for this coverage type]	
27.S	Underwriting Details	Companion Policy Company	Details: General Information	Companion Policy Company	
27.U	Underwriting Details	Builders Risk Form 21/Builders Risk Form 18	Details	Risk Category [Builder's Risk Stated Value - Form 18/Builder's Risk Actual Completed Value - Form 21]	
28	Coins%	Coins %	Coverages	Coinsurance [Drop down options: 80%, 100%]	
29	Deductible	Deductible [\$]	Coverages	Deductible [Drop down options: 1% (\$1000 min.), 2% (\$1000 min.), 5% (\$1000 min.)]	
30	Limit of Liability	Limit of Liability [\$]	Coverages	Insurance Amount	
31	Premium	Premium [\$]	Payment: Amount Due and Payment Summary	Actual Premium	
32	Footer	5700 South MoPac Expressway, Building A, Austin, Texas 78749	N/A	[No equivalent due to transition from paper to electronic format]	
33	Footer	P.O. Box 99090, Austin, Texas, 78709-9090	N/A	[No equivalent due to transition from paper to electronic format]	
34	Footer	512-899-4900	N/A	[No equivalent due to transition from paper to electronic format]	
35	Footer	Fax 512-899-4950	N/A	[No equivalent due to transition from paper to electronic format]	
36	Page Number	Page 1 of 2	N/A	[No equivalent due to transition from paper to electronic format]	

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Item	Existing Category	Existing Text	Policy Center Location	Policy Center Text
37	End of Items Schedule	End of Items Schedule	N/A	[No equivalent due to transition from paper to electronic format]
38 39 40 41.A 41.B 42	Totals Totals Totals Notice Notice Attestation	Total Premium: Total Surcharges: Total Premium + Total Surcharges: This application is rated based on information reflected in this document.  TWIA assumes no responsibility for errors or omissions by applicant.  This application is correct to the best of my knowledge.  Date of Application	Summary N/A N/A N/A N/A Submission Acknowledgement Submission Acknowledgement (After Submission)	Actual Premium  [Data field not applicable to this coverage type]  [Data field not applicable to this coverage type]  [No equivalent due to transition from paper to electronic format]  [In Terms of Use https://www.twia.org/agent-portal-terms-conditions-use]  Yes, I certify that the information provided is correct to the best of my knowledge. [Box is required to be checked before submitting application]  Submission certification was completed on [Day Mon DD, YYYY] by [Submitter]
44 45	Signature Legal Notices	Signature of Insured or Insured's Agent Important Legal Notices	N/A N/A	[No equivalent due to transition from paper to electronic format] [The three important notices are still included in the application on two separate screens [see Items 46, 47, and 48]; the "Important Legal Notices" heading was simply removed, not the actual notices]
46	Legal Notices	Evidence of Declination: With the act of submitting this application for property coverage with TWIA, I, the insured's agent, acting on behalf of the applicant, acknowledge I am in possession of the required proof of prior declination for wind and hail property coverage, and it is my intent to keep record of that documentation.  NOTE: The declination may either be:  · a refusal to offer new or renewal wind and hail coverage on the property, or · a refusal to offer basic insurance sought by the applicant that is substantially equivalent to that offered by TWIA.  For example, the lowest deductible offered by a standard market company is greater than that which can be obtained from TWIA.  (See TWIA Declination Worksheet posted under Documents & Downloads on the TWIA website)	Qualification: Pre- Qualification Questions	Evidence of Declination Requirements [Links to https://www.twia.org/twia-declination-requirements/; Follows newly created Item 52 that asks "Does the applicant meet the evidence of declination requirements?"]

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Item	Existing Category	Existing Text	Policy Center Location	Policy Center Text
47	Legal Notices	Flood Insurance Requirement: With the act of submitting this application for property coverage with TWIA, I, the insured's agent, acting on behalf of the applicant, acknowledge I am in possession of the required evidence of a companion flood insurance policy that provides coverage concurrent with the term of the TWIA policy, and it is my intent to keep record of that documentation. Flood coverage is required for structures constructed, altered, remodeled, or enlarged on or after September 1, 2009 that are located in flood zones V, VE, and V1-V30. The flood insurance requirement does not extend to structures being repaired. The evidence of a companion flood insurance policy must be made available to TWIA, if specifically requested.	Qualification: Pre- Qualification Questions	Flood Insurance Requirements [Links to https://www.twia.org/twia-flood-requirements/; Follows newly created Item 53 that asks "Does the applicant meet the flood insurance requirements?"]
48	Legal Notices	90 Day Minimum Retained Premium:  If you cancel your policy, the refund will be pro-rata, subject to a minimum retained premium in an amount equal to 90 days or \$100, whichever is applicable. The minimum retained premium is fully earned on the effective date of the policy.	Payment	Please note that cancellation of the policy will result in a pro-rata refund, subject to a policy minimum retained premium in an amount equal to 90 days or \$100, whichever is greater. The minimum retained premium is fully earned on the effective date of the policy.  [The word "applicable" was changed to "greater" was changed to more accurately reflect current business processes; TWIA has always kept the greater amount.]
49	N/A	N/A	New Submission: Policy Type Selection	Is this a Builder's Risk Policy?
50	N/A	N/A	Qualification: Pre- Qualification Questions	TWIA Coverage & Eligibility Guidelines [Links to https://www.twia.org/coverage-eligibility/]
51	N/A	N/A	Qualification: Pre- Qualification Questions	Do all the risk items fall in the TWIA coverage area? [Added to help confirm eligibility. We were receiving applications for outside our coverage area (specifically in Harris county)]
52	N/A	N/A	Qualification: Pre- Qualification Questions	Does the applicant meet the evidence of declination requirements?  [Precedes the link to the Evidence of Declination Requirements in Item 46]
53	N/A	N/A	Qualification: Pre- Qualification Questions	Does the applicant meet the flood insurance requirements?  [Precedes the link to the Flood Insurance Requirements in Item 47]
59	N/A	N/A	Premium Financier - Input Page	Premium Financier Agreement Type [Options to be selected from drop down menu: Premium Finance Agreement Incl Power of Attorney, TWIA-151-A, Wellington Premium Finance, Inc.]

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Item	Existing Category	Existing Text	Policy Center Location	Policy Center Text
60	N/A	N/A	Premium Financier - Input Page: Contact Detail	Business Business Name [required] Office Phone Fax Primary Email Secondary Email
61	N/A	N/A	Premium Financier - Input Page: Contact Detail	Address Country [required] APO/FPO/DPO Address Line 1 [required] Address Line 2 City [required] State [required] Zip Code [required] County
62	N/A	N/A	Location Information	Is your risk location inside city limits and east of Highway 146? [Yes and No Options] [Only shows for Harris County]
63	N/A	N/A	Locations and Risk Items (Before)	Add Item
64	N/A	N/A	Locations and Risk Items (After)	Item Type [The item type populates after adding an item]
67	N/A	N/A	Details	Have materials been delivered to the site? [Yes and No Options] [Added to help us determine whether the policy should attach Form 18 or 21]
67	N/A	N/A	Details	Have materials been delivered to the site? [Yes and No Options] [Added to help us determine whether the policy should attach Form 18 or 21]
69	N/A	N/A	Details	Type of Construction [Options to be selected from drop down menu: Addition, New, Repair]  [Added to help guide agents into selecting the appropriate coverage type]
71	N/A	N/A	Details	Is this a Miscellaneous Structure? [Yes and No Options] [Added to help identify the structure type]
72	N/A	N/A	Details	Amount of Insurance for this item provided by Companion Policy [The amount of the companion policy is applicable to the claims process]
73	N/A	N/A	Details	Flood Insurance Company [Added to help support the flood insurance requirements]
74	N/A	N/A	Details	Amount of Insurance for this item provided by Flood Policy
75	N/A	N/A	Details	A recent photograph of the Builder's Risk item must be provided to TWIA. Please upload a copy of the photograph in order to submit this request.

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Item	Existing Category	Existing Text	Policy Center Location	Policy Center Text
76	N/A	N/A	Coverages	TWIA recommends insuring for 100% of the Estimated Completion Cost / TWIA requires insuring for 100% of the Estimated Completed Cost. [Form 18 - Insured can select coverage amount. Form 21 - Insured must insure to ECC]
77	N/A	N/A	Additional Interest - Input Page	Type [Drop down options: Mortgagee, Contract of Sale, Loss Payee]
78	N/A	N/A	Additional Interest - Input Page	Loan Number
79	N/A	N/A	Additional Interest - Input Page: Contact Detail	Business Business Name [required] Office Phone Fax Primary Email Secondary Email
80	N/A	N/A	Additional Interest - Input Page: Contact Detail	Address Country [required] APO/FPO/DPO Address Line 1 [required] Address Line 2 City [required] State [required] Zip Code [required] County
81	N/A	N/A	Summary	Commission [The original process was for agent to send the net premium and keep their commission - we've since started collecting entire premium and dispersing the commission. Added field for agent to be able to easily know the split of how much commission was earned for the transaction.]
82	N/A	N/A	Summary	Commission Amount is 16% of Actual Premium of Issued Policy.
83	N/A	N/A	Payment	Payment Method [Added due to transition from paper to electronic format]

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Item	Existing Category	Existing Text	Policy Center Location	Policy Center Text
84	N/A	N/A	Documents	If a signed copy of a TWIA form is required, please download it from the following link:  Documents and Downloads [Links to the document]  If the documentation has not yet been uploaded or if you are unsure as to which documentation you have included, please press 'Cancel/Return' and click on the 'Documents' link in the Tools menu. From there you can view all documentation that is associated with the transaction and make any necessary additions/corrections.  Once you confirm the document(s) upload(s), please re-initate the submission process via the 'Payment' screen. You may be contacted by a TWIA underwriter prior to issuance to provide further documentation.  No Required Documentation [Appears if no documentation is required]  [Added due to transition from paper to electronic format]
85	N/A	N/A	Submission Acknowledgement	This submission will not be processed until the payment and payment coupon are received. Payment received without an accompanying coupon will be returned. Coverage will be effective for eligible applications on the date payment is received by TWIA, the date mailed if sent by one of the four approved methods, or a later date if requested. If payment and coupon are not received within 14 days, your submission will be voided and the coverage requested in your application will not be issued. It will be necessary for you to resubmit your application if coverage is still desired.  After pressing the 'Continue' button, a PDF of the transaction summary and the payment coupon will be available for printing  Coverage requests will not be reviewed by TWIA before payment is received.
86	N/A	N/A	Submission Information	Thank You! Your Submission (#######) and Electronic Funds Transfer Transaction have been received by TWIA. We will process the Submission according to TWIA Underwriting Guidelines.  To retrieve a PDF copy of the transaction summary, click the "View your submission" link below, and then select Documents from the Tools menu.

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I	tem	Existing Category	Existing Text	Policy Center Location	Policy Center Text
8	7	N/A	N/A	Forms	Additional Forms [Shows which forms/endorsements are attached to each item]
8	8	N/A	N/A	Details	Should coverage include the existing structure? [Yes and No Options]

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## Texas Windstorm Insurance Association Builders Risk New Business Application

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## **5. Existing Application**

	Texas Windstorm Insurance Twia web application for windstor		3
Application #			
Commercial Application			
6 Any ha	ndwritten premium bearing changes will <b>VOID</b> this result in approximately 25% of your premium being		
Barry cancernation ma	, south in approximately 25% of your promising comp	s retained by result will assert	Timourumee rissociumem
	TTACH CHECK OR MONEY ORDER FOR GROSS PREMIUI	M + SURCHARGES TO APPLICATI	ION
9 NAME OF INSURED AND M	AILING ADDRESS 10 INSURED	D'S AGENT'S NAME AND MAILING ADI	DRESS
	11 TDI Lie		
POLICY TERM REQUESTEI	TO 14 15	AT 12:01 A.M. Standard Time At T	The Location Of Property
	Inception Expiration	18	
	contacted concerning this application	19	
17 PERILS	Is this policy premium financed? If yes, Attach Form 151A	TOTAL INSURANCE	TOTAL AMOUNT DUE
WINDSTORM & HAIL ONLY	21	22	23
24	Property and Form Description	Coins Deductible	Limit Of Premiur
Item Coverage No. 26 A/B 27.A	Property and Form Description	28 % 29	Liability 31
1 A Property	Description: Compl	ex:	
N/A, Ac Underw	riting Details:		
27.C Stories:	ERC: \$ 27.H		
Area:	7.1 q. ft., Inside City Limits at time of Construction: 27.1		
Dates o	Construction:		
27.N Structur Additio	e : ns: ) <mark>  27.0</mark>		
27.P Repairs	ion Policy Type: 27.R		
27.5 Compai	ion Policy Company: " : Risk Form 21 <mark>27:0</mark>		
	37 End of Items Schedul		
		Total Premi	
	_	Total Businium + Total Surahar	
	40	- Can Community Form Saloma	<b>U</b>
	5700 <u>South</u> MoPac Expressway, Building	A. Austin, Texas 78749	36 Page 1
	33 P.O. Box 99090, Austin, Texas 512-899-4900 / Fax 512-89	78709-9090	1 age 1
Application #	312-899-4900 / Fax 312-89	.7-1750 35	

41.B

This application is rated based on information reflected in this document. TWIA assumes no responsibility for errors or omissions by applicant.

This application is correct to the best of my knowledge.

Date of Application

Signature of Insured or Insured's Agent

IMPORTANT LEGAL NOTICES:

#### **Evidence of Declination:**

With the act of submitting this application for property coverage with TWIA, I, the insured's agent, acting on behalf of the applicant, acknowledge I am in possession of the required proof of prior declination for wind and hail property coverage, and it is my intent to keep record of that documentation.

NOTE: The declination may either be:

a refusal to offer new or renewal wind and hail coverage on the property, or

a refusal to offer basic insurance sought by the applicant that is substantially equivalent to that offered by TWIA.

For example, the lowest deductible offered by a standard market company is greater than that which can be obtained from TWIA

(See TWIA Declination Worksheet posted under Documents & Downloads on the TWIA website)

#### Flood Insurance Requirement:

With the act of submitting this application for property coverage with TWIA, I, the insured's agent, acting on behalf of the applicant, acknowledge I am in possession of the required evidence of a companion flood insurance policy that provides coverage concurrent with the term of the TWIA policy, and it is my intent to keep record of that documentation. Flood coverage is required for structures constructed, altered, remodeled, or enlarged on or after September 1, 2009 that are located in flood zones V, VE, and V1-V30. The flood insurance requirement does not extend to structures being repaired. The evidence of a companion flood insurance policy must be made available to TWIA, if specifically requested.

#### 90 Day Minimum Retained Premium:

If you cancel your policy, the refund will be pro-rata, subject to a minimum retained premium in an amount equal to 90 days or \$100, whichever is applicable. The minimum retained premium is fully earned on the effective date of the policy

> 5700 South MoPac Expressway, Building A, Austin, Texas 78749 P.O. Box 99090, Austin, Texas 78709-9090

Application #

512-899-4900 / Fax 512-899-4950





# Texas Windstorm Insurance Association Builders Risk New Business Application Commercial Filing

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6. New Policy Center Application

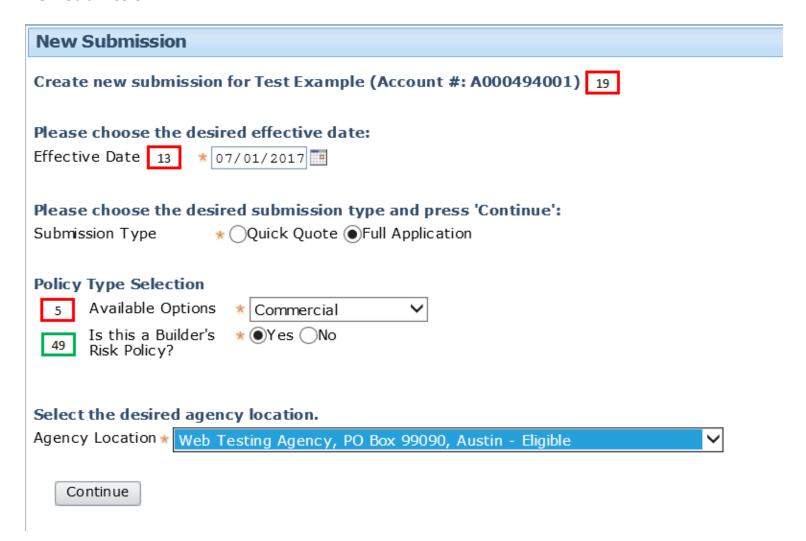


#### **Policy Center Screen Captures**

- 1. New Submission
- 2. Side Bar
- 3. Status Bar
- 4. Qualification
- 5. Policy Info
- 6. Primary Insured Input Page
- 7. Additional Insured Input Page
- 8. Premium Financier Input Page
- 9. Location Information
- 10. Location and Risk Items (Before)
- 11. Location and Risk Items (After)
- 12. Details
- 13. Coverages
- 14. Additional Interest
- 15. Additional Interest Input Page
- 16. Summary
- 17. Payment
- 18. Documents
- 19. Submission Acknowledgement
- 20. Submission Acknowledgement (After Submission)
- 21. Submission Information
- 22. Forms

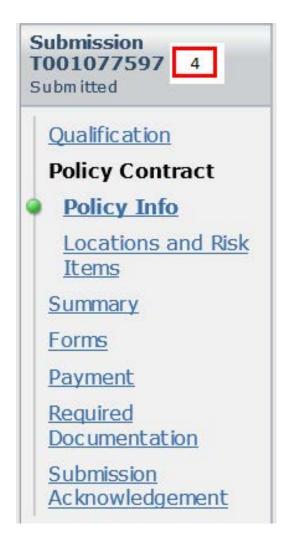


#### **New Submission**





#### **Side Bar**



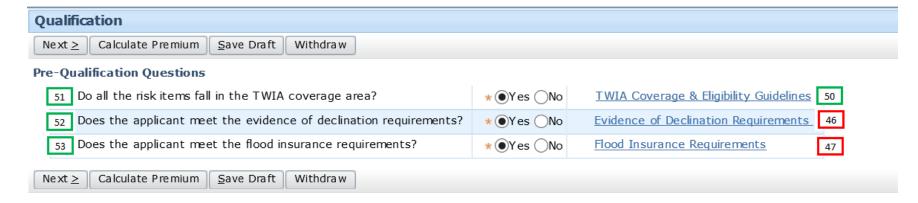


#### **Status Bar**

Submission (Submitted) | Commercial/Full Application | Eff. 09/07/2017 | Test example | Account # A0004941



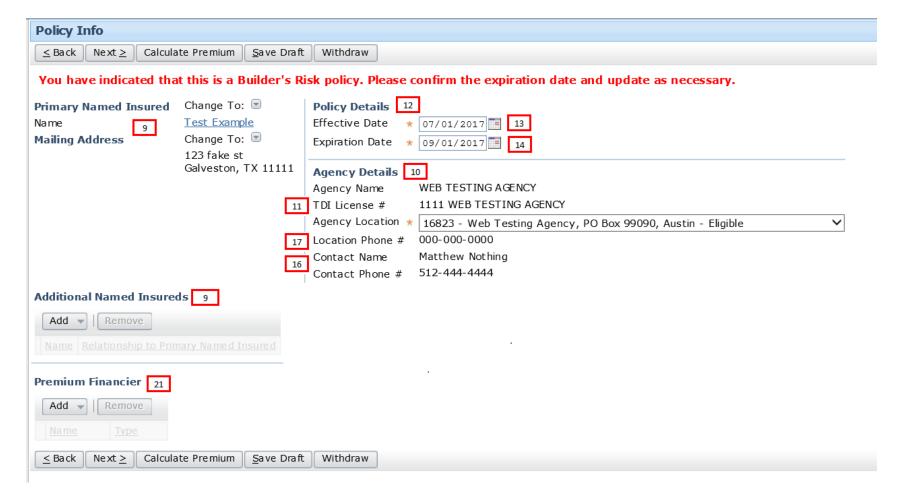
#### Qualification



4



#### **Policy Info**





#### **Primary Insured Input Page**

Primary Named Insured Test example (Return to Policy Info)				
OK Cance!				
Contact Detail 9				
Individual				
First Name	*	Test		
Last Name	*	example		
Primary Phone	*	Work 💙		
Home Phone				
Work Phone	*	123-123-1234		
Mobile Phone				
Fax Phone				
Does the primary insured have an email address?	?	○Yes   No		
Primary Email				
Secondary Email				
Address 9				
_		<b>₫</b>		
Country	*	United States of America 🗸		
APO/FPO/DPO				
Address Line 1	*	123 fake st		
Address Line 2				
City	*	Galveston		
State	*	Texas ✓		
ZIP Code	*	78681		
County				



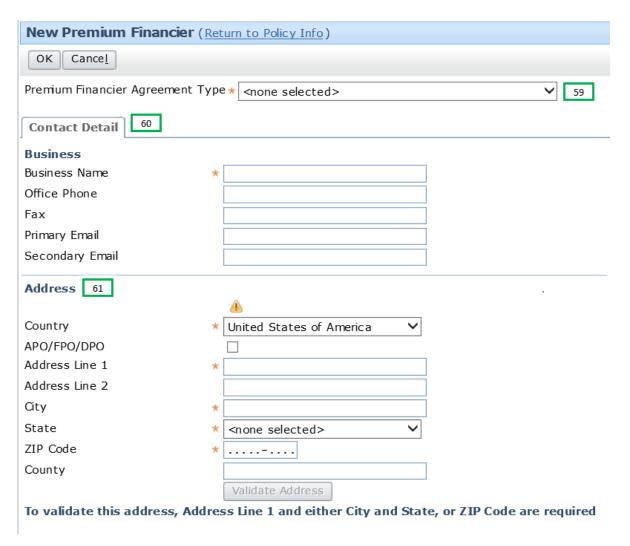
#### **Additional Insured Input Page**

New Additional Named In	sured (Return to Policy Info)
OK Cancel	
Any address entered on th	nis screen will not be used by TWIA for mailing purposes to the named insured. It should be used strictly for your own records.
Contact Detail 9	
Individual	
First Name	*
Last Name	*
Primary Phone	<none selected=""> V</none>
Home Phone	
Work Phone	·
Mobile Phone	
Fax Phone	
Primary Email	
Secondary Email	
Address 9	<u>.                                    </u>
Country	United States of America
APO/FPO/DPO	
Address Line 1	
Address Line 2	
City	
State	<none selected=""></none>
ZIP Code	·····-
County	
	Validate Address

To validate this address, Address Line 1 and either City and State, or ZIP Code are required

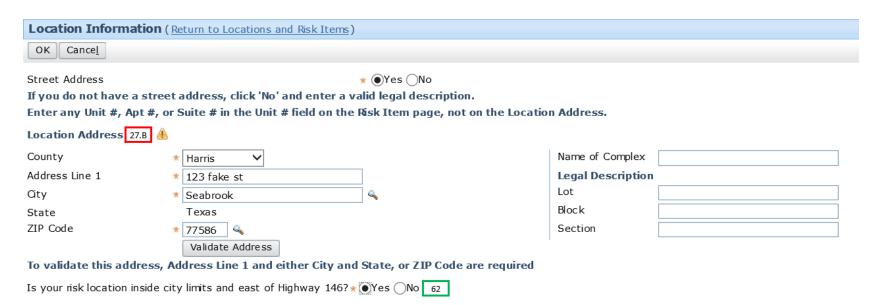


#### **Premium Financier – Input Page**



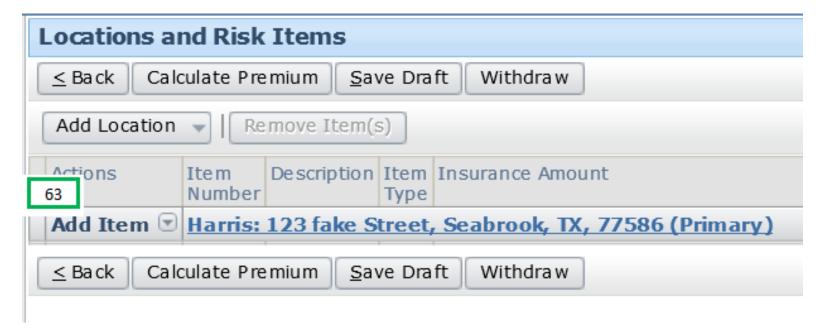


#### **Location Information**





#### **Locations and Risk Items (Before)**





## **Locations and Risk Items (After)**





# **Details**

Details Coverage	ges Additional Interests							
Location	Harris: 123 F	ake Street, Seabrook, TX, 77586						
Building #	27.A							
Unit #	27.A							
Description	27.A * TDI filing							
Note: Description appears on both the application summary and the printed declarations page								
Have materials been delivered to the site? * • Yes No 67								
Material Delivery [	Date 27.M * 09/05/2017	·						
Should coverage include the existing structure?  No 27.L								
Estimated Comple			•					
Type of Structure	68 * Dwelling	~						
Type of Constructi	on 69 * Addition V							
Total Area of exist	ing structure * 1500							
Total Area of addit	tion * 100							
Total Area	27.1 1600							
Risk Category		k Stated Value- Form 18	. —					
Risk Item Type Is this a Miscellane		F&R Dwelling - Additions (<= 10% grade floor ar	ea) 27					
	eous Structure? 71 * ○ Yes • N							
General Informa	tion							
Companion Policy			<b>V</b>					
Amount of Insurance for this item provided by Companion Policy * \$ 150000.00 72								
Flood Insurance Company  Affiliated Fm Insurance Company								
Amount of Insurance for this item provided by Flood Policy 74 * \$ 150000.00								
Prior TWIA Policy #								
Construction Details								
Construction Type 27.E * Frame								
		<del>-</del>						
A recent photograph of the Builder's Risk item must be provided to TWIA.  Please upload a copy of the photograph in order to submit this request.								
Photograph Upload Photograph								
	Name	Type	Date	Delete				
	MH photo	Photograph	09/07/2017	Delete				
	p							



## Coverages

Details Coverages Additiona	al Interests					
✓ Structure Coverage						
Insurance Amount	30 \$150,000.00					
TWIA requires insuring for 100% of the Estimated Completed Cost. 76						
Structure Valuation						
Cost / Sq. Foot	\$100.00					
The deductible selection will automatically be applied to all other risk items.						
Deductible	29 * 2% (\$1000 min.) <b>&gt;</b>					
Coinsurance	28 ★ 100% ✔					
☐ Attached Structures						



## **Additional Interest**

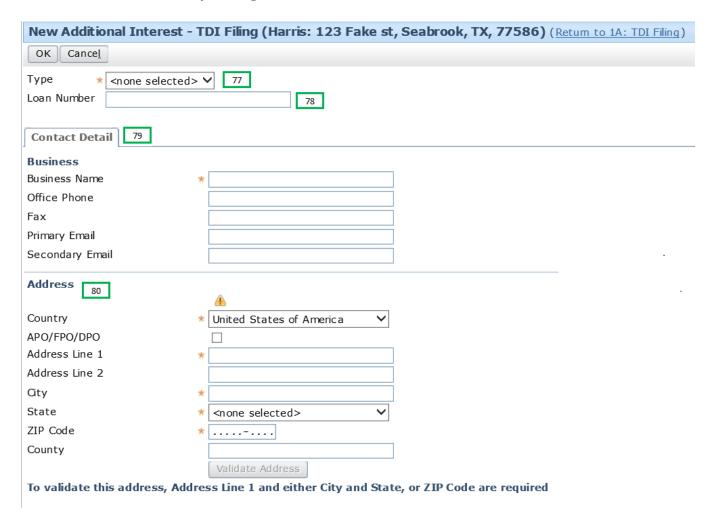


# Mortgagee/Loss Payee/Contract of Sale



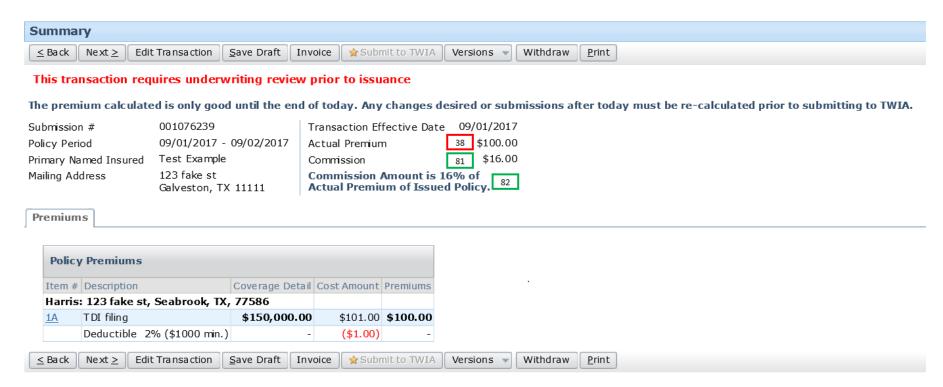


## **Additional Interest – Input Page**





## **Summary**

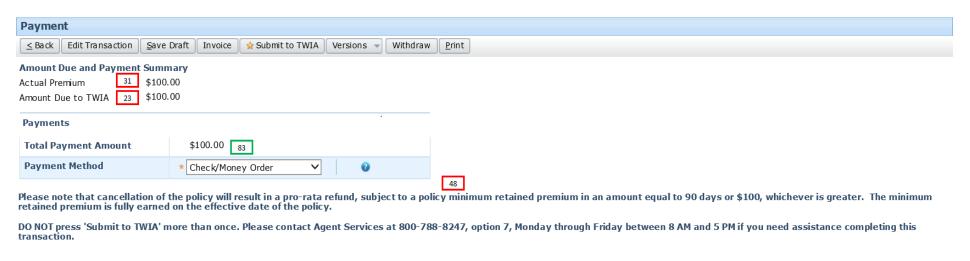




### **Payment**

≤ Back | Edit Transaction

Save Draft Invoice



Withdraw

<u>P</u>rint

★ Submit to TWIA | Versions ▼



#### **Documents**



Part 1 - Before Submitting Transaction To TWIA

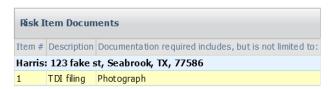
If a signed copy of a TWIA form is required, please download it from the following link:

Documents and Downloads

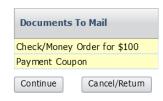
If the documentation has not yet been uploaded or if you are unsure as to which documentation you have included, please press 'Cancel/Return' and click on the 'Documents' link in the Tools menu. From there you can view all documentation that is associated with the transaction and make any necessary additions/corrections.

Once you confirm the document(s) upload(s), please re-initate the submission process via the 'Payment' screen.

You may be contacted by a TWIA underwriter prior to issuance to provide further documentation.



Part 2 - After Submitting Transaction to TWIA





## **Submission Acknowledgement**

#### **Submission Adknowledgement**

Please print the payment coupon and mail to TWIA with a check for the full amount due. Once payment is received, your application will be processed according to TWIA underwriting guidelines. For additional information, please click here to access the TWIA Instructions and Guidelines manual.

This submission will not be processed until the payment and payment coupon are received. Payment received without an accompanying coupon will be returned. Coverage will be effective for eligible applications on the date payment is received by TWIA, the date mailed if sent by one of the four approved methods, or a later date if requested. If payment and coupon are not received within 14 days, your submission will be voided and the coverage requested in your application will not be issued. It will be necessary for you to resubmit your application if coverage is still desired.

After pressing the 'Continue' button, a PDF of the transaction summary and the payment coupon will be available for printing.

Coverage requests will not be reviewed by TWIA before payment is received.

Submission Certification			·
	✓	$\label{prop:control} \textbf{Yes, I certify that the information provided is correct to the best of my knowledge.} \\$	42
	Conti	Cancel/Detum	



## **Submission Acknowledgement (After Submission)**

Please print the payment coupon and mail to TWIA with a check for the full amount due. Once payment is received, your application will be processed according to TWIA underwriting guidelines. For additional information, please click here to access the TWIA Instructions and Guidelines manual.

This submission will not be processed until the payment and payment coupon are received. Payment received without an accompanying coupon will be returned. Coverage will be effective for eligible applications on the date payment is received by TWIA, the date mailed if sent by one of the four approved methods, or a later date if requested. If payment and coupon are not received within 14 days, your submission will be voided and the coverage requested in your application will not be issued. It will be necessary for you to resubmit your application if coverage is still desired.

A PDF of the transaction summary including the payment coupon is available via the Documents link in the Tools menu.

Coverage requests will not be reviewed by TWIA before payment is received.

**Submission Certification** 

Yes, I certify that the information provided is correct to the best of my knowledge.

Submission certification was completed on Fri Sep 01, 2017 by Matthew Nothing (sample.aor@twia.org)





### **Submission Information**

#### **Submission Information**

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Thank you! Your Submission (#T001077597) and Electronic Funds Transfer transaction have been received by TWIA. We will process the Submission according to TWIA Underwriting guidelines.

To retrieve a PDF copy of the transaction summary, click the "View your submission" link below, and then select Documents from the Tools menu.

Name of Insured Test Example Payment Amount \$100.00

Payment Confirmation # FAKE171019090303021

Date Payment Initiated 9/1/2017

- View your submission (#T001077597)
- . Go to the submission manager for this account
- Go to your desktop



## **Forms**

